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- San Francisco
 - HIV Health Services Planning Council
 - Planning Committee Meeting Agenda (DRAFT)
 May 13, 2003
 25 Van Ness Ave., Rm. 330
 3:00 p.m. - 5:00 p.m.

Item	Presenter	Time
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DOCUMENTS DEPT.

1) Introductions	Group	3:00
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2) Announcements	Group	3:20
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3) Public Comment	Group	3:30
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4) Goals and Mission of the Committee	Group	3:40
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5) Prioritization scheduling:

- | | | |
|--|-----------------------------------|------|
| <ul style="list-style-type: none"> Reggie presentation scheduled for the next meeting Other questions for Reggie staff to begin analyzing for later presentation Needs assessment presentation guidelines How to present last year's prioritization outcomes/ documents to be included in packet | Catherine Geanuracos & Susan Shea | 4:00 |
|--|-----------------------------------|------|

6) Co-Chair nominations	Group	4:35
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7) Set Next Meeting Date & Time	Group	4:45
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8) New Business/Next Meeting Agenda	Group	4:55
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9) Adjournment		5:00
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[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

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03

Planning Committee Meeting MINUTES
May 13, 2003
25 Van Ness, Room 330 A

Council: Randy Allgaier, Charles Siron, Darnell Durio, Brad Hume, William Blum, John Conley, Lara Sallee, George Simmons, Catherine Geanuracos, Susan Shea, Mary Lawrence Hicks and Alison Clayton

Present: Laura Thomas and Michelle Long-Dixon (AIDS Office), Jessica Berman (Shanti)

Introductions

Announcements

Brad Hume announced that he will be going on vacation and will miss the next few meetings of and the May Council Meeting; Lara Sallee announced that she'll be out town the first three weeks of June.

Laura Thomas (SFDPH AIDS Office) announced that there will be an information session about the African American Transgender community; this is a community that the Council has identified needing more information about. The session will begin at 3:30 p.m. on May 27, 2003 and will be held in the Mayor's conference room at City Hall.

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Public Comment

There was no public comment

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Prioritization Scheduling

Susan Shea stressed the need to make as much progress on prioritization scheduling in the meeting as possible.

Goals and Mission of the Committee

The most important mission of this committee is to ensure that prioritization goes well. An in-depth discussion about the goals and mission of the committee was tabled for a future meeting because of the pressing need begin working on prioritization matters.

REGGIE Presentation

There was supposed to be a presentation on this, and last year's, Needs Assessment at the next Council meeting, however this has been postponed because the work on the home-bound population has not been completed. Catherine Geanuracos will ask Michael DeMayo (LaFrance) to do a presentation on the rest of the information at the May Council meeting.

The committee co-chairs solicited feedback about the strengths and weaknesses of the EPI presentation given at last month's council meeting. Suggestions for future presentations include:

- Building time into the meeting/presentation for processing the information.
- Future meetings including a guided conversation about the material that was presented; this will engage Council members and help to ensure a more thorough understanding of the material.

- Highlight trends (vs. focusing solely on the data), highlight differences, and put the data into a public policy context.

The REGGIE presentation will be spread out over several meetings. Laura Thomas noted that this committee had asked for specific information about service integration. Catherine Geanuracos invited people to attend a meeting on 5/20/2003 (25 Van Ness, Room 330) where there will be a practice presentation, with Steve Solnet, in preparation for the May Council meeting. She also commended Brad Hume for his help at the practice EPI presentation, where he made many helpful suggestions that made the data and language more accessible. Currently Catherine Geanuracos, Brad Hume and Laura Thomas are going to attend this meeting.

Catherine Geanuracos expects that the REGGIE presentation will have more data than last year, and that the percentage missing will be less than last year (although it will still be significant). George Simmons stated that the problems that existed last year haven't been resolved (for example there many files that not updated), and he expects the same percentage of missing data. Catherine Geanuracos outlined her understanding about updated demographics. She stressed that this presentation is not about the problems and failings of REGGIE; instead it is about using the data that is there in order to increase the Council's understanding. Members agreed that it will be important to make clear to the Council members that the presenter is not someone who can make the changes they'd like to see, instead that they are there to facilitate a better understanding of the data. It will also be important to clearly explain the problems with, and limitations of, the data. Laura Thomas also explained some of the changes that are/have happened to REGGIE data. George Simmons estimated that only 1 out of 200 clients are really unduplicated clients; he also would like to know how many places people are going and accessing services. Laura Thomas responded to general comments about the Council's involvement with REGGIE by saying that it's important to make a decision about which committee it best, and to leave it to that committee to work on some the issues that were discussed. Randy Allgaier suggested that this committee make the recommendation that the REGGIE data is insufficient, and forward suggestions to the 'designated committee'. Assessing the functioning of the REGGIE system is seen as one of this year's priorities for next year's activities.

The committee would like the following questions answered in the second REGGIE presentation:

- Number of different categories of services (e.g. primary care/substance abuse) and the number of sites people access (the range and the average)
- How many are getting the same service(s) at different sites
- The number of clients using more than one/how many they are using
- The distribution of intakes breakdown throughout system
- An overview of REGGIE's process and / vs. compliance of REGGIE
- Definition of demographics e.g. CD4 viral load percentages, drug therapies, gender, housing status etc.
- The demographics/number/services offered at the ISP's the Council's currently funding
- The demographics of under-utilizers (one or fewer medical visits per year) [Laura Thomas cautioned that his question runs into the problem of under-utilizer vs. under data-entered by services providers)
- The tracking of mental health and substance services

- Percentage of overall population

Needs Assessment Presentation

Catherine Geanuracos will ask Michael DeMayo (LaFrance) to highlight trends, and go into detail about the study (criteria/strengths/weak/validity/which questions asked and why).

Presenting Last Year's Prioritization

The need to clearly present last year's prioritization to the Council was stressed; support staff was asked to have copies available. Susan Shea asked for a volunteer to go through the information so questions can be easily answered

Mary Lawrence Hicks asked about moving the new categories (that match the HRSA categories) into the grid, and where and how to make the tier splits. Catherine Geanuracos responded by briefly explaining that the Council will make specific recommendations with the subcategories about where to fund/cut; she also revisited the need for institutional memory to keep track of previous decisions.

Substantial discussion followed about the changes to the sub-categories that were approved at the April Council meeting. There was no clear consensus, or understanding, about why the change was necessary or how best to proceed. Michelle Long-Dixon will have the AIDS office prepare an explanation of the sub-categories.

Susan Shea suggested not putting the new categories onto the grid until next prioritization, she questioned the need to unbundle all of last year's work.

Lara Sallee asked about using the prioritization list by subcategory; Catherine Geanuracos responded that it still is by subcategory but that some of the subcategories have been collapsed. She then asked why the Council can't continue using the service subcategory list for its internal process. Michelle Long-Dixon responded that using the new subcategories is the start of an easier migration process because the AIDS Office needs to match things up to HRSA's subcategories. She also echoed Catherine's earlier statement that the Council will ultimately have to take on a 'difficult year' to make these changes. Lara again stated that she understood why the terminology needed to be changed, but she was still unclear as to why the prioritization list couldn't remain 1-26. Catherine explained that it needs to change because it currently creates substantial and complex migration issues, and that the change is one of the first steps in cleaning up the process. She also stated that the Council can choose to unbundle now or later but there is no choice about it having to happen. Taking the time, and putting the effort into making these changes now, is a step toward setting up a system that will result in receiving accurate and timely information from the AIDS office.

George Simmons stated that he felt that this had not been presented at the Council meeting in this way, and that he had not felt the Council could choose "not to vote to approve this change". He also stated that he didn't understand why the Council couldn't continue to use the 1-26 list. Randy Allgaier commented that his understanding from the Steering committee meeting was that the Council's subcategory level (used last prioritization) could be changed to match the subcategory detail and that prioritization could be done at this detail level, he felt that this was

not clearly communicated at the Council meeting. Alison commented that the subcategory detail the key to understanding this change. Mary Lawrence Hicks voiced her opinion that there are people on the Council who are able to attend multiple meetings and for people, such as herself, who are only able to attend a few meetings, aren't given/ they don't have a thorough explanation/understanding of complex issues. Michelle Long-Dixon commented that the committee should not move forward until there's a clearer understanding. Susan Shea noted that the complications and confusion arises when applying the new level to what was done last year.

Laura Thomas explained that things changed during the process, for example the AIDS office started cleaning up the categories before the Care Council received its award, and that she had assumed that some of the categories (e.g. congregant meals) would be removed from the bottom of the list. Since they would have dropped off it wouldn't matter how food got moved around, but because the minor categories weren't eliminated it means that "it now needs to be remembered that it's still in food and where food is placed is now more of an issue".

Going forward it's important to decide what process to use, and Laura Thomas presented the following possibilities:

- 1) To continue using last year's service categories even though this goes against what was decided at the April Council meeting, and will be difficult for the AIDS office to implement in terms of reporting etc.
- 2) To move forward with the new service category list, using the detail presented in the subcategory detail sheets that describe the different modalities (e.g. food now contains both congregant meals and home-delivered meals and the Council can say that the funds should go toward home-delivered meals; tiers within tiers)
- 3) To reexamine the new service categories list, unbundle it for closer examination, and decide whether to embark on the reorder and reorganization

Lara Sallee referred to the decision that was made, that had additional funds moved into categories 1-11, which now contain decentralized dental care and comfort meals, she asked if these contracts received money from the Council's decision; Michelle Long-Dixon explained that they did not.

Catherine explained that the new list is basically adding a level to the reductions protocol; she used the example of making the decision to take the amount of money in the bottom tier categories that were then put into top tier categories as place to make the first cuts.

Michelle Long-Dixon commented that she didn't think that the committee had reached consensus or an understanding of the clearest way in which to present this to the Council. Catherine commented that there are two ways to look at it, and two ways two parts that were decided upon in last year's prioritization: 1) the ranking of service categories 2) the response to different funding scenarios. The collapsed list still has items listed in order of priority, which reflects the Council's overall goals, and instead of changing the list, changing how funds are cut or added. The change is prioritizing within subcategories and changing the instructions to the AIDS office about how funds are applied.

Randy Allgaier commented that he feels that the Council should move forward with the new list, because the longer the delay in the implementation the more issues there are going to be with institutional memory. Catherine responded that they can use their process recommendations as a vehicle to preserve institutional memory; she put forward the idea of revisiting the funding scenarios instead of looking at priority order. Laura Thomas added that it will be easy to specify in the summary sheets the priority rank and which of the bullet-point programs were in each one. In terms of what to take to the next Council meeting, Catherine suggested not presenting the overall process for prioritization but instead the revised scenarios.

Susan Shea clarified her preferred course of action as keeping the old list, with the new tier system, and having the AIDS office do the translation. Mary Lawrence Hicks concurred and added that having the AIDS office use the grid and continuing to have the Council using the list, at least for 04/05, makes sense to her. Randy Allgaier expressed concern about prioritizing some subcategory levels at a more detailed level than others, the same detail should be applied to all. Susan then continued that in 05/06 it's likely that some will have been cut and that this will be a good time to take on this issues.

John Conley suggested 'biting the bullet' and defunding the items at the bottom of the list for 04/05 and putting that money into the top tier, he stated that defunding things that we have the money for goes to the root of what the Council is meant to do. He used the example of using the money that's currently put toward congregant meals into housing. Laura Thomas responded that these contracts have already started.

Mary Lawrence stated that this is very complicated and confusing matter that's difficult to clearly convey, and that it is too much to take to the full Council. She feels that the committee should move forward with Susan's idea. Laura Thomas responded by asking "What then is the best way to move the Council into using the new grid?" She pointed out there are some fairly significant changes such as taking detox apart and separating it into residential and outpatient so that when comparing UOS they're in line with one another; and asked "if the decision is to not use the new set for priority setting, when and how does the transition begin to take place?." She also used the example of how substance abuse services are divided into the four categories--methadone maintenance, outpatient, detox and residential--which is not the ideal when trying to determine the cost per unduplicated client/UOS, a better way is to group by different modalities, for example by primary care.

Laura Thomas reiterated that the new service categories are trying to fix problems, and the Council will need to make a decision about when, not if, to use the new set. Randy Allgaier stated that opening up the level of detail for each category will make for a more robust prioritization. Catherine Geanuracos commented that the goal was to have more detailed discussions about integrated services, and that this is in line with the 3-year plan. Susan responded that the committee needs to present the implications of each of the options to the Council.

A motion was made, and seconded, for the committee to continue this conversation about prioritization and service level categories at the next meeting.

Council staff will provide copies of the summary sheets and the executive summary from the 3-year plan for the next meeting.

Co-chair Nominations

Members elected Susan Shea and Bill Blume to serve as the committee's co-chairs; the next elections will be held in October 2003.

Meeting Date & Time

In the future, the Planning committee will meet on the second Tuesday of each month from 3:00 to 5:00 p.m.; however the committee has decided to meet more frequently in order to prepare for prioritization:

- June 3rd, 3:30-5:30 p.m.
- June 10th, 3:30-5:30 p.m.
- June 24th, 3:30-5:30 p.m.

Next Meeting/Agenda Items

- 1) Prioritization & Service Level Categories (1 hour)
- 2) Goals & Mission

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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03
HIV Health Services Planning Council
Planning Committee Meeting Agenda (DRAFT)
Tuesday, June 3, 2003
25 Van Ness Ave., Rm. 330 B
3:00 p.m. - 5:00 p.m.

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Item	Presenter	Time
1. Introductions	Group	3:00
2. Review/Approve Agenda	Group	3:33
3. Review/Approve Minutes	Group	3:35
4. Announcements	Group	3:40
5. Public Comment		3:45
6. Rebidding of categories next year: implications for prioritization	Group	3:55
7. ISP Report	Group	4:15
8. Prioritization Schedule June and July Meetings: Who is responsible for presenting	Group	4:30
9. Prioritization & Service Level Categories Discussion: Continued from 5/13/03		4:45
New Business/Next Meeting Agenda	Group	4:55
Adjournment		5:00

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

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HIV Health Services Planning Council
Planning Committee Draft Agenda
Wednesday, June 3, 2003
25 Van Ness Ave., Room 330 B
3:30 p.m. - 5:30 p.m

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:35
3. Review/Approve Minutes	Group	3:40
4. Announcements	Group	3:45
5. Public Comment	Public	3:50
6. Rebidding of categories next year: implications for prioritization		
7. ISP Report for next council meeting		
8. Prioritization schedule June and July meetings: who is responsible for presenting		
9. Service Level Categories Discussion (Cont.)	Group	4:00
10. Next Meeting Date & Agenda Items	Group	5:25

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HIV Health Services Planning Council: Planning Committee Meeting Minutes
June 3, 2003
25 Van Ness, Room 330 B

HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday, June 3, 2003
25 Van Ness Ave., Room 330 B
3:30 p.m. - 5:30 p.m.

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Home Committee Members: Margot Antonetty, John Conley, Susan Shea, Bill Blum, Catherine Geanuracos, Mary Lawrence Hicks

Absent: George Simmons (vacation), Lara Sallee (on vacation), Alison Clayton

Council Members: Randy Allgaier, Charles Siron, Darnell Durio, Brad Hume

Other: Laura Thomas (SFDPH), Jessica Berman (Shanti), Leah Crask (Council Admin. Asst.), Naomi Prochovnick (Tenderloin Care Commission), Russ Zellers (SFDPH), Michelle Long-Dixon (SFDPH)

The meeting was called to order at 3:35 p.m. and adjourned at 5:20 p.m.

1. Introductions

2. Review/Approve Agenda

John Conley asked if every Council member present at a committee meeting gets to vote regardless of whether or not it is his or her home committee. Randy Allgaier noted that Evaluation Committee meeting (held on 6/2/2003) was without quorum, and it is his understanding that other Council members present can vote but they do not count towards quorum. This issue will be further discussed at the next Steering Committee meeting.

Due to the Committee's currently workload, the creation of a mission statement will be postponed for six weeks.

The agenda was approved without any changes.

3. Review/Approve Minutes

The minutes of the May 13, 2003 meeting were approved.

4. Announcements

Laura Thomas updated the Committee on the upcoming Reggie Presentation. The presentation will answer questions that the Committee identified in their May meeting. She will invite Steve Solomon to do his presentation for this Committee prior to the Council meeting.

Bill Blum and Catherine Geanuracos will not be at the Committee's next meeting (6/10/2003).

5. Public Comment

There was no public comment.

6. Rebidding of categories next year: Implications for prioritization

The letter from Michelle Long-Dixon (SF DPH AIDS Office), dated 5/7/2002, that announced that over

the next two years most HIV health services will be competitively re-bid was circulated. Susan Shea explained that it was sent to all contractors in the city, and that it is important to discuss because most Council members aren't aware of this development. She highlighted the following three issues: the ramifications, how does this fit into this year's prioritization and how best to work with the AIDS office. Later in the discussion she recommended taking this information to the full Council.

Margot Antonetty wanted to make sure everyone understood the background before starting the discussion, and the item was put on hold until Russ Zellers arrived.

When she arrived, Susan Shea asked about the impetus for the rebidding. Michelle Long-Dixon explained that HRSA expects that programs will be rebid on regular basis, and they recently completed an audit. There are also city requirements, and the Office of Contract Management will no longer approve contracts that have not been bid in the last 10 years. She noted that there is always a hesitation to rebid contracts because of the disruption to clients. The AIDS office is focusing on certifying contracts that will not get funded unless they're processed in the near future. She also discussed funding levels and the reality that there are programs that do not have a secure base, and the expectation that these programs can continue without changes is unrealistic. In the future, agencies will be asked to describe the services they perform, and the more time given to them to do this, the better the results will be.

Russ Zellers explained that there is a two-year re-bidding process planned, and this is the beginning the first year. The contracts that are going out are:

- Complementary care
- Case management, peer advocacy, and treatment advocacy for Native Americans
- Case management for Latinos
- Residential Substance Abuse and detoxification services
- Centralized dental care
- Legal services for immigrant populations
- Home health care
- Early intervention project (EIP) for Latinos and case management, health education, and outreach for Southeast EIP clients

Solicitations will be developed in the late summer and early fall of this year, for programs scheduled to begin in March 2004. In the following year the balance of contracts will be rebid, and these will incorporate the Council's changes. He noted this project is still in its formative stage, and that there will be upcoming community meetings to gather information about client needs. He also expects that this process will be completed prior to the Council's current prioritization, and that the Council's recommendations will have the greatest impact next year.

Catherine Geanuracos suggested that if the Council wants to make significant funding changes, they should do it this year instead waiting until next year. Michelle Long-Dixon explained that right now the bidding goes out on current funding, so it will change. The Council has some areas that they want to be changed but those areas are not the ones that must go out now; the priority is the older programs that will not get funding unless they are funded now. Russ Zellers suggested that it might be possible to incorporate some of the Council's subcategory-related recommendations if they're soon. DPH would like to send the RFPs in August, but if there are areas where the Council has made major changes it, might be possible to delay. The information about the approximate dollar value of this year's rebids was unavailable.

Susan Shea asked about the possibility of the Council changing its timetable so the recommendations

can be included (now), and asked about the wisdom of continuing programs that it doesn't view as essential to the ISPs and that will be defunded in the future. Laura Thomas noted that it's important for the Council to do its work independent of the AIDS office; and that the Council can always look at this, and can always give the AIDS office directives — the RFP is an implementation, not invitation, to change the services. Brad Hume stated that last year the Council chose not to deprioritize but they always have option; and that the Council should base their work/schedule on what the AIDS office is doing, instead the two should be on "parallel paths". Margot Antonetty noted that the Council will be held accountable and must ensure that the bureaucracies, and rules, are precisely followed. Randy Allgaier stated that looking only at the ones currently being bid doesn't take the whole system of care into consideration, and that prioritization requires the examination of the entire continuum.

Susan Shea suggested that if Council is moving toward Integrated Service Provider models (ISPs), it should be reflected in the RFPs, and that this is the time to make the changes. She noted that it's the Planning Committee's job to influence the planning process, and "at least try to make a bridge" to connect the RFPs to the ISP (Center of excellence) model. Michelle Long-Dixon noted that because DPH staff are currently constructing the solicitations, the Council's recommendations will be included in next year's process.

Catherine Geanuracos noted the importance of including the information from the Home Health Assessment in decision making; and that the ideal ISP model (based on services) will be linked to programmatic recommendations.

Naomi Prochovnick noted that providers will delay making changes for as long as possible. She will add this to the next Providers' meeting agenda.

7. ISP Report for the Next Council Meeting

The Committee discussed what it would like to see presented at the next Council meeting. Catherine Geanuracos noted that the quarterly report will be presented. Susan Shea noted that the Committee needs to identify someone to do a 20-minute summary presentation of about ISPs. Catherine Geanuracos added that the Planning Committee should present a summary that clarifies the distinctions. Susan Shea agreed that the Council needs an overview of the ISP models, what they look like in the city, as well as explaining that why some are not funded as ISPs.

Laura Thomas explained that the Planning Council identified the three main questions (what constitutes an ideal ISP, what exists, and is needed) and a consultant was hired to create report for the Council and AIDS office. All Council members and providers were encouraged to read the report (An Assessment of the Integrated Services Provider (ISP) Model: Needs and Recommendations). Catherine Geanuracos explained that the report examines what is contained in the ISPs (a single component) and that it's important to examine all of the different components, many of which are not funded by the ISP category but operate as ISPs. The goal of the 9/25/2003, day-long meeting is to establish what's contained in the ISP model, using the yet to be determined definition of what constitutes A Center of Excellence, and decide if there is a need to shift money in and/or between the categories. The Council can then target money to where it might be needed in order to make services more integrated. Russ Zellers noted that the services planned to be bid for March 2005 and likely to be ISPs.

8. Prioritization Schedule June and July Meetings: Who is responsible for presenting

The AIDS Office will do the CBC presentation; the presentation will include what's contained, information about differences (including information about funding sources) and dollar amounts. The Committee agreed that the presentation should be an introduction and overview.

Jimmy Loyce has the information for the DPH AIDS Office budget update; Michelle Long-Dixon will relay the Committee's request for him to attend and present.

The Committee will revisit ISP report presentation at the next meeting (6/10/2003); this allows time for all to review the document.

The agenda item, defining Centers of Excellence, was moved to 1st meeting in July.

Service Subcategory presentation: Catherine Geanuracos will present the first half of service subcategory sheet. Laura Thomas stated that the AIDS office plans to have the sheets completed by the next meeting, and that they will contain detailed information. Catherine Geanuracos' presentation will review "how and why" the sheets are organized.

Michelle Long-Dixon will present the Health and Human Services quarterly report.

Laura Thomas asked the Council for guidance about how best to proceed with the pre-meeting trainings. She noted that the Council specifically identified the information and topics, however there has been very low attendance at the last two pre-meeting trainings. The Committee recommends continuing to hold training sessions before the Council meeting (which will provide those who attend with detailed information) and adding a ten-minute review during the Council meeting (which will provide others with a general understanding of the information). Several Committee members noted that they had found the recent trainings interesting and informative. The next training presentation will be about "Party & Play".

9. Service Level Categories Discussion: Continued from 5/13/03

Council support will provide copies of the spreadsheet Susan Shea created (it combines the list presented by Russ Zellers and new HRSA categories). Further discussion on this agenda item was tabled for the next meeting, where the goal is to review last year's prioritization and categories in order to make a presentation to the Council (that includes context and a recommendation from the Committee).

Brad Hume noted the need for (and the current lack of) a clear vision of what the system of care will look like in the future; the Committee decided to continue this discussion at the next meeting.

10. New Business/Next Meeting Agenda

The next Planning Committee meeting will be held on June 10, 2003, from 3:30 to 5:30 p.m.

Agenda items will include:

- A preview of the Reggie presentation so the Committee can provide feedback and recommendations prior to the next Council meeting.
- ISP Report: identify who will present the 20-minute PowerPoint summary to the Council, and explain how it relates to this year's prioritization.
- DPH AIDS Office Budget update: Update on whether or not Jimmy Loyce is available to do the presentation, and if not, determine what documents will be distributed.
- General discussion about different visions of the future of the Service Delivery System in the SF EMA and how it relates to this prioritization.

HIV Health Services Planning Council

Planning Committee Draft Minutes

Tuesday, June 3, 2003

25 Van Ness Ave., Room 330 B

3:30 p.m. – 5:30 p.m.

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Absent: George Simmons (vacation), Lara Sallee (on vacation), Alison Clayton

Council Members: Randy Allgaier, Charles Siron, Darnell Durio, Brad Hume

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3. Review/Approve Minutes

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4. Announcements

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5. Public Comment

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6. Rebidding of categories next year: Implications for prioritization

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Margot Antonetty wanted to make sure everyone understood the background before starting the discussion, and the item was put on hold until Russ Zellers arrived.

When she arrived, Susan Shea asked about the impetus for the rebidding, Michelle Long-Dixon

explained that HRSA expects that programs will be rebid on regular basis, and they recently completed an audit. There are also city requirements, and the Office of Contract Management will no longer approve contracts that have not been bid in the last 10 years. She noted that there is always a hesitation to rebid contracts because of the disruption to clients. The AIDS office is focusing on certifying contracts that will not get funded unless they're processed in the near future. She also discussed funding levels and the reality that there are programs that do not have a secure base, and the expectation that these programs can continue without changes is unrealistic. In the future, agencies will be asked to describe the services they perform, and the more time given to them to do this, the better the results will be.

Russ Zellers explained that there is a two-year re-bidding process planned, and this is the beginning the first year. The contracts that are going out are:

- Complementary care
- Case management, peer advocacy, and treatment advocacy for Native Americans
- Case management for Latinos
- Residential Substance Abuse and detoxification services
- Centralized dental care
- Legal services for immigrant populations
- Home health care
- Early intervention project (EIP) for Latinos and case management, health education, and outreach for Southeast EIP clients

Solicitations will be developed in the late summer and early fall of this year, for programs scheduled to begin in March 2004. In the following year the balance of contracts will be rebid, and these will incorporate the Council's changes. He noted this project is still in its formative stage, and that there will be upcoming community meetings to gather information about client needs. He also expects that this process will be completed prior to the Council's current prioritization, and that the Council's recommendations will have the greatest impact next year.

Catherine Geanuracos suggested that if the Council wants to make significant funding changes, they should do it this year instead waiting until next year. Michelle Long-Dixon explained that right now the bidding goes out on current funding, so it will change. The Council has some areas that they want to be changed but those areas are not the ones that must go out now; the priority is the older programs that will not get funding unless they are funded now. Russ Zellers suggested that it might be possible to incorporate some of the Council's subcategory-related recommendations if they're soon. DPH would like to send the RFPs in August, but if there are areas where the Council has made major changes it, might be possible to delay. The information about the approximate dollar value of this year's rebids was unavailable.

Susan Shea asked about the possibility of the Council changing its timetable so the recommendations can be included (now), and asked about the wisdom of continuing programs that it doesn't view as essential to the ISPs and that will be defunded in the future. Laura Thomas noted that it's important for the Council to do its work independent of the AIDS office; and that the Council can always look at this, and can always give the AIDS office directives — the RFP is an implementation, not invitation, to change the services. Brad Hume stated that last year the Council chose not to deprioritize but they always have option; and that the Council should base their work/schedule on what the AIDS office is doing, instead the two should be on "parallel paths". Margot Antonetty noted that the Council will be held accountable and must ensure that the bureaucracies, and rules, are precisely followed. Randy Allgaier stated that looking only at the ones currently being bid doesn't take the whole system of care into consideration, and that prioritization requires the examination of the entire continuum.

Susan Shea suggested that if Council is moving toward Integrated Service Provider models (ISPs), it should be reflected in the RFPs, and that this is the time to make the changes. She noted that it's the Planning Committee's job to influence the planning process, and "at least try to make a bridge" to connect the RFPs to the ISP (Center of excellence) model. Michelle Long-Dixon noted that because DPH staff are currently constructing the solicitations, the Council's recommendations will be included in next year's process.

Catherine Geanuracos noted the importance of including the information from the Home Health Assessment in decision making; and that the ideal ISP model (based on services) will be linked to programmatic recommendations.

Naomi Prochovnick noted that providers will delay making changes for as long as possible. She will add this to the next Providers' meeting agenda.

7. ISP Report for the Next Council Meeting

The Committee discussed what it would like to see presented at the next Council meeting. Catherine Geanuracos noted that the quarterly report will be presented. Susan Shea noted that the Committee needs to identify someone to do a 20-minute summary presentation of about ISPs. Catherine Geanuracos added that the Planning Committee should present a summary that clarifies the distinctions. Susan Shea agreed that the Council needs an overview of the ISP models, what they look like in the city, as well as explaining that why some are not funded as ISPs.

Laura Thomas explained that the Planning Council identified the three main questions (what constitutes an ideal ISP, what exists, and is needed) and a consultant was hired to create report for the Council and AIDS office. All Council members and providers were encouraged to read the report (An Assessment of the Integrated Services Provider (ISP) Model: Needs and Recommendations). Catherine Geanuracos explained that the report examines what is contained in the ISPs (a single component) and that it's important to examine all of the different components, many of which are not funded by the ISP category but operate as ISPs. The goal of the 9/25/2003, day-long meeting is to establish what's contained in the ISP model, using the yet to be determined definition of what constitutes A Center of Excellence, and decide if there is a need to shift money in and/or between the categories. The Council can then target money to where it might be needed in order to make services more integrated. Russ Zellers noted that the services planned to be bid for March 2005 and likely to be ISPs.

8. Prioritization Schedule June and July Meetings: Who is responsible for presenting

The AIDS Office will do the CBC presentation; the presentation will include what's contained, information about differences (including information about funding sources) and dollar amounts. The Committee agreed that the presentation should be an introduction and overview.

Jimmy Loyce has the information for the DPH AIDS Office budget update; Michelle Long-Dixon will relay the Committee's request for him to attend and present.

The Committee will revisit ISP report presentation at the next meeting (6/10/2003); this allows time for all to review the document.

The agenda item, defining Centers of Excellence, was moved to 1st meeting in July.

Service Subcategory presentation: Catherine Geanuracos will present the first half of service subcategory sheet. Laura Thomas stated that the AIDS office plans to have the sheets completed by the next meeting, and that they will contain detailed information. Catherine Geanuracos' presentation will

review “how and why” the sheets are organized.

Michelle Long-Dixon will present the Health and Human Services quarterly report.

Laura Thomas asked the Council for guidance about how best to proceed with the pre-meeting trainings. She noted that the Council specifically identified the information and topics, however there has been very low attendance at the last two pre-meeting trainings. The Committee recommends continuing to hold training sessions before the Council meeting (which will provide those who attend with detailed information) and adding a ten-minute review during the Council meeting (which will provide others with a general understanding of the information). Several Committee members noted that they had found the recent trainings interesting and informative. The next training presentation will be about “Party & Play”.

9. Service Level Categories Discussion: Continued from 5/13/03

Council support will provide copies of the spreadsheet Susan Shea created (it combines the list presented by Russ Zellers and new HRSA categories). Further discussion on this agenda item was tabled for the next meeting, where the goal is to review last year’s prioritization and categories in order to make a presentation to the Council (that includes context and a recommendation from the Committee).

Brad Hume noted the need for (and the current lack of) a clear vision of what the system of care will look like in the future; the Committee decided to continue this discussion at the next meeting.

10. New Business/Next Meeting Agenda

The next Planning Committee meeting will be held on June 10, 2003, from 3:30 to 5:30 p.m.

Agenda items will include:

- A preview of the Reggie presentation so the Committee can provide feedback and recommendations prior to the next Council meeting.
- ISP Report: identify who will present the 20-minute PowerPoint summary to the Council, and explain how it relates to this year’s prioritization.
- DPH AIDS Office Budget update: Update on whether or not Jimmy Loyce is available to do the presentation, and if not, determine what documents will be distributed.
- General discussion about different visions of the future of the Service Delivery System in the SF EMA and how it relates to this prioritization.

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San Francisco
HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, June 10, 2003
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:35
3. Review/Approve Minutes	Group	3:40
4. Announcements	Group	3:45
5. Public Comment	Public	3:50
6. REGGIE Presentation	Steve	4:00
<i>Review of the Reggie data that will be presented at the June Council Meeting.</i>		
7. ISP Report Discussion	Group	4:20
<i>Determine who will give the 20 minute summary presentation at the council meeting</i>		
8. Service Level Categories Discussion (Cont)	Group	4:35
<i>Review last years prioritization list</i>		
9. ISP	Group	5:55
<i>General discussion to clarify what an ideal ISP will look like and what models are currently in use.</i>		
10. San Francisco EMA	Group	6:10
<i>General discussion about different visions of the future in the Service Delivery System of the SF EMA.</i>		
11. DPH AIDS office budget	Group	6:20
<i>Decide who will do the presentation at the Council meeting</i>		
12. Next Meeting Date and Agenda		

San Francisco
HIV Health Services Planning Council
Planning Committee Meeting Minutes (DRAFT)
Tuesday, June 10, 2003
25 Van Ness Ave., Rm. 330 B
3:30 p.m. - 5:30 p.m.

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Council Members Present: Charles Siron, Randy Allgaier, Brad Hume, Susan Shea (co-chair)

Others Present: Laura Thomas (DPH), Steve Solnit (DPH), Kevin Burns (Shanti), Naomi Prochovnick (Continuum TLC), Jim Dilley (UCSF AIDS Health Project), Mark Claitier (Continuum), Ralph Shanabruch (AIDS/HIV Nightline), Russ Zellars (HHS), Leah Crask (Council Adm. Asst.)

Introductions

Review/Approve Agenda

The Community Forum was added under the ISP report. The Planning Committee was not at quorum.

Review/Approve Minutes

The Planning Committee was not at quorum, approval of minutes was tabled until June 24, 2003 meeting.

Announcements

There were no announcements.

Public Comment

There was no public comment.

REGGIE Presentation

There were nine different reports included in the handout, the discussion started with page two of the reports; number of agencies per client. About 40% of clients have used one agency, but there are a handful of people who use many agencies. The majority goes to 2-4 agencies a year. The service types tell what services are being utilized, these are all agencies not just care funded agencies. On the report they threw out prevention, other, and other support services categories. The number one service was medical care. It would be useful to see what are the combinations of care people are utilizing. The committee could ask to have a report of how many people are currently getting what we think of as an ISP. Then Reggie can run a report of the 4 or 5 services which would be included in an ISP such as Primary Care, Case Management, Housing, Substance Abuse and Mental Health. After these categories of an ISP are decided Laura Thomas will pass them to on Steve Solnit in order to ruin a Reggie report according to those categories combined. According to the data presented at the council meeting the core services that are funded would correspond to an ISP.

The planning committee would want to know: if a client is getting two service types in the same agency, why so many people in ISPs are getting their case management done elsewhere, is there a way to find out if any of the case managements are duplicated, and how many people have more than one case management. The committee felt the data was not very accessible. It was mentioned that if you separate units of service then it might say whether people occasionally use a different provider. At this time, it does not seem to be a client access problem, but there is no way for the reports to give us those people who are not receiving any care. (Handouts and Audio of the REGGIE presentation are available.)

ISP Report Discussion

Susan Shea will give a 20-minute report at the next council meeting.

Service Level Categories Discussion (Cont)-

Susan Shea explained that she took Russ Zellers' list and pulled apart the categories, using HRSA's categories and combined them with the AIDS office.

Russ Zellers explained that this system started out 5-6 years ago to give the planning council a sense of what they are funding. There is a disadvantage to some of these smaller categories and a concern that there has sometimes been some miscategorization, for example, congregant meals over mental health.

Susan Shea mentioned the council is saying they are going to get more into sub-categories instead of less. Russ Zellers then explained that the structure is left over from a prior age and does not fit within the HRSA categories. Therefore, the details you are getting do not make a very good picture. Randy Allgaier mentioned that looking at the details under HRSA subcategories may give more information than the council currently has. The Council needs to look at things both in separated detail and in context. Randy Allgaier asked if there is a way to show if congregant meals might have to do with care compliance other than talking to the agencies. Laura Thomas explained that all of the residential treatment included food (congregant meals) and this is separated out, but you are only seeing one piece of it. Jim Dilley added that psychiatric consultation makes it sound like something it is not, so the council assumed that it is where client consults with a provider but in reality, this is direct outpatient care. So some of the titles chosen do not reflect what is really happening in the category.

Naomi Prochovnick reiterated the conversation today was about the linkages between ISP's, not necessarily reprioritizing categories but looking at what services are being provided, to what population and what service categories comprise those core services. Brad Hume stated this needs to be resolved in order to move on in prioritization. The Council may not need to be prioritizing a list of 1-30 in the future, but must be a balance and a way to see the detail involved in that. It was stated that the planning council removed psych consult to outpatient mental health. Randy Allgaier stated that part of the goal is to agree on funding tiers and then translate that into how the DPH acts on it. Laura Thomas mentioned there are corrections on the form Susan made.

It was suggested to use this for this year's prioritization and then work with Russ Zellers to change the categories.

ISP

Tabled until next agenda when there is a quorum.

Bayview Hunter's Point Community Forum-

Brad Hume asked what was needed for prioritization at the forum. Susan Shea mentioned they would like to know what the people in the Bayview area need. This is a very specific population and everyone pays a roll in why the Bayview has little services. Would like to know if an ISP would be useful, what would it look like to the people, and would the people want this kind of service in their neighborhood.

Goals of this Prioritization

This item was tabled until there is a quorum, next agenda.

New Business/Next Meeting Agenda

-Move REGGIE to the July 14th meeting

- Present discussion of last year's prioritization and the tiered funding scenarios, asking for approval of the list (Brad Hume)
- Need to bring bidding with AIDS office in a parallel way, needs to be on the agenda for the Steering Committee

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HIV Health Services Planning Council
 Planning Committee Meeting Agenda (DRAFT)
 Tuesday, June 24, 2003
 25 Van Ness Ave., Rm. 330 B
 3:30 p.m. - 5:30 p.m.

Item	Presenter	Time
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:35
3. Review/Approve Minutes	Group	3:40
<i>Approve Minutes for June 3rd and June 10th Meetings.</i>		
4. Announcements	Group	3:50
5. Public Comment	Public	4:00
6. Severe Needs Discussion	Group	4:10
<i>Discuss those populations in the EMA whose needs are not being met:</i>		
<ul style="list-style-type: none"> • African Americans in Bayview Hunter's Point • Residential treatment for monolingual Spanish speaking clients • Transgender care 		
7. Dementia Assessment	Group	4:30
8. Goals of Prioritization	Group	4:50
<i>General Discussion about different visions of the future in the Service Delivery System of the SF EMA and how that relates to prioritization.</i>		
<ul style="list-style-type: none"> • How to frame ISP discussion • 3 year plan and ISPs • How to continue dialogue with AIDS office about Rebidding • Who can attend Rebidding meetings 		
9. Materials for Prioritization Meeting	Group	5:10
<i>Discussion of the materials needed for the Council Packets for the August 25 Prioritization Meeting.</i>		
10. New Business/Next Meeting Agenda	Group	5:25

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 730 Polk Street San Francisco, CA 94109

 San Francisco Department of Public Health, AIDS Office
 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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- San Francisco

HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday, June 24, 2003
25 Van Ness, Room 330B
3:30-5:30pm

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Members Present: Charles Siron, John Conley, George Simmons, Bill Blum, Margot Antonetty, Brad Hume, Susan Shea, Darnell Durio, Lara Sallee, Catherine Geanuracos, Elyse Graham, Dirk Doepfner

Others Present: Russ Zellers (HHS), Mike Smith (AIDS Emergency Fund), Naomi Prochovnick (Continuum TLC), Laura Thomas (SFDPH), Joseph Cecere (SFDPH), Mark Cloutier (Continuum), Michelle Long Dixon (SFDPH), Leah Crask (Planning Council Adm. Asst.)

Introductions

Review/Approve Agenda

Changes: added July 14th Council meeting discussion under item 8, long range planning, a calendar and work as a committee for just 5 minutes from other items.
The alternate agenda was approved.

Review /Approve Minutes

The minutes from June 3rd, 2003 were approved.

Announcements

There were no announcements.

Public Comment

There was no public comment.

Severe Needs Discussion

Susan Shea explained that the reason this is on the agenda is to choose 2-3 groups of under served populations for this year's prioritization, to identify who they might be and then prioritize how we can get services to these populations. The Committee could also add outpatient substance treatment program for monolingual Spanish speakers to the agenda. Then the committee could make a recommendation to the Council for prioritization. Brad Hume agreed that it is great idea to include these issues and integrate them into prioritization. The discussion of African American needs is complementary to the community forum. Margot Antonetty asked if this should be included more into the RFP process, then certain language could be added to that process. Margot Antonetty also wondered why only three of the five severe need populations were chosen, and is there data to support the removal of the other two categories. Margot Antonetty also mentioned that to change the percentage amount would create a huge discussion because then some categories like housing might not be eligible anymore. Brad Hume stated it might be too much to focus on all three; perhaps picking 1-2 to focus on would be more productive. John Conley asked, what is the goal or objective of this, the agenda is specific, yet severe need is very general? Susan Shea stated they are trying to make the categories more specific. John Conley stated he would change African American to the general African American population instead of just Bayview-Hunters Point areas. Catherine Geanuracos mentioned it seemed to be two different ideas being discussed and at Steering, they talked about focusing on certain populations, more in terms of disparities

and access to treatment and then address how this will fit over prioritization. Lara Sallee saw this as two different needs; service needs in areas and service needs for populations. George Simmons mentioned to focus on the access, if not, then how the Council could facilitate better access.

Laura Thomas explained there is a difference between severe need and special populations. We tend to look at the groups where several of the severe needs are concentrated. The top part of the severe need document are not really populations but conditions, the last part are populations which have more characteristics of the conditions. The services are driven by either those characteristics or lack of access. HRSA has a list of special populations; some are mandated and some added in because of what the priorities are of the Council. Laura Thomas has been adding in these special populations defined by this Council to HRSA as:

Transgender
Homeless
African Americans
Latinos

Brad Hume mentioned it is important to think about how this will be moving into Centers of Excellence. Naomi Prochevnick stated the council could look at it as people who fit under multiple categories instead of one, prioritize those populations and then find what service categories meet the needs of those populations. An ISP can do this and be more refined. Bill Blum summarizes the issues brought up in discussion so far:

- How to integrate this into the priority process
- Are we going to include women and adolescents?
- Look at what dollar amount
- Do we focus on one or two severe need populations?
- Looking at severe through the needs assessment
- Through access and treatment or Population
- Access issues
- How to integrate HRSA's mandated populations
- Related to ISP development

Bill Blum mentioned the committee should define some next steps. Catherine Geanuracos stated it might be appropriate for an interim vote of the council before the August meeting. Seems like there are two populations and a service need; transgender, African Americans, service for monolingual Spanish speakers. The Council needs to make sure these populations are served in the ISP model. John Conley mentioned that several years ago African Americans were represented as a population of severe need and the Council ended up with a long list of populations after the discussion. Therefore, the Planning Committee needs to make a strong recommendation to the full Council. Susan Shea explained that the severe need definition helps to frame what different co-morbidities, needs, etc. can come together in a population and then help inform prioritization. There is a huge hole statistically in the Bayview and this can make people realize the need. Women do not need to be included as a special need group because Title IV is trying to move money into that community, adolescents also has Title IV money. Latinos do have some services, including one good one, which is not being utilized to capacity, yet there is no substance abuse treatment for monolingual Spanish speakers and this is a large issue in the Latino community. This is an opportunity to move money into other areas using the RFP process and prioritization.

Laura Thomas mentioned that this seems to be going in the right direction, to pick out certain populations, and the data support transgender and African Americans. She has a preference to add monolingual Spanish speakers but put specific needs in the substance area. It is a good idea to put all the

data behind it so when it is taken to the Council the data supports these areas. If other Council members want to add groups, tell them to bring data, which supports the population they wish to add. Catherine Geanuracos thought it might be helpful to split the severe needs when bringing these to the Council, and make the monolingual Spanish speakers a separate motion. George Simmons believed it might be best to include all three severe needs when approaching the council at large. Next meeting a motion will be submitted. Brad Hume mentioned there are now ISP's that need additional services to be more effective and at the same time, there is a discussion about adding new ones. Some think this is a separate issue. Catherine Geanuracos, Bill Blum, Laura Thomas and Charles Siron will help to develop a proposal for next planning meeting.

Dementia Assessment

Russ Zellers explained, after St. Mary's closed they decided to get more information before starting a new inpatient dementia service. Jim Dilly gave a summary report; he also handed out full reports if anyone was interested. They developed a dementia program, which included a psychiatric nurse to provide consultations, assessment, etc. They took existing data from AIDS Surveillance Division and the Community Health Network and found that the number of people is going down but the length of stay is going up. They also looked at the Leland House and found that since people are living longer the system gets backed-up. There is no community-based program for these people to live in which might account for the increased length of stay. Somewhere between 5-10% of Leland clients have significant cognitive impairment, generally the assessment showed people are cared for fairly well. Yet, there continue to be problems. The single largest referral was from health at home. About ¾ did have cognitive impairment but it was felt that people were doing well enough to be managed where they lived. For San Francisco to develop a new dementia unit similar to St. Mary's did not seem warranted because the number of clients is falling and the cost of starting a brand new facility would be greatly. Also none of the people they saw in the assessment would have qualified for the legal holds required for a locked down facility and no clients said they would be interested in such a facility.

John Conley asked if there was any solution for the small amount of people who might need this service. Jim Dilly said no one was found to need this service but if they did they would have to go through the various procedures, including SF General Hospital and this would be a slow process. Laguna Honda already cares for many of these people and providing them with better and additional resources would be very beneficial. They especially need overnight coverage. There is a list of recommendations on the last page of the report. Russ Zellers mentioned they are planning to do another community meeting with stakeholders in this area as they rebid home health. They are talking about covering some of the cognitive needs in this bidding. Susan Shea explained there is a need for a lot of neuro and psychiatric help beside the residential needs. Laura Salce mentioned that one service, which seems to be needed, is short-term residential units with intensive services. If people have further thoughts about this issue please come to the community meeting that will be scheduled in the future.

Goals of Prioritization

This topic was deferred from last meeting and Susan Shea pointed out the goals as to define what an ISP looks like and define how to take this vision of an ISP and translate it to the AIDS Office. Catherine Geanuracos pointed out the need to define Centers of Excellence and what would be the minimum requirements for an ISP or a Center of Excellence. At what level would services be required on site, nearby, or through a referral network. The committee could then make a list and talk about specific programs, map them in city and see how they work well with these ideas. Bill Blum mentioned that there are no standards of care for Centers of Excellence, there are components but nothing that addresses what is unique for ISPs.

Brad Hume stated he would like to see people who work in ISPs get together and talk about what is important to include. It is important to invite those people from ISPs so they have a good understanding.

It is going to require more than just Council members to get onboard and perhaps providers should be included in a working group. Lara Salle acknowledged that it is important to bring providers in but they have a lot of input in the needs assessment, and it might be more productive to have them respond to what is produced. Susan Shea stated the need to identify the goals for this year, as a strategy to move from ISPs to Centers of Excellence. The Committee should begin to look at the ISPs in existence and see where things need to go in order to have Centers of Excellence in the next three years. This then should be put in a document.

Laura Sallee advised to start with the obvious, what the currently funded ISP's need added to them (adequate mental health and substance abuse) and make sure the highest priority populations needs are getting met. Naomi Prochovnick mentioned the need for integration of the services and communication of the providers. The Council has the ability this year to review the categories going out to bid and to focus the funding on the integration of services. John Conley mentioned that it seems there will be a shortage of funds this year and some services will need to be defunded. Russ Zellers mentioned that dealing with specific programs or agencies is the administrative area, not the Council's area. Catherine Geanuracos stated that as long as the Council concentrates on models and not programs there is no problem. Susan Shea motioned that a small group of people bring to next meeting an outline of what a Center of Excellence looks like. George Simmons motioned to take existing requirements for ISPs, add mental health and substance use services to the current list and then proceed with prioritization. Then the Committee can go into details when trying to work out Centers of Excellence. This motion was seconded and a vote for the template of what an ISP would look like for prioritization this year took place. Everyone voted in favor of the motion.

It was mentioned that no Council members have attended the community input meetings for rebidding. The Council can always wait for the report of the meetings but it would be good to have representation at the meetings. Home Health Care is Wednesday July 2nd and Susan Shea will attend this meeting. Daniell Durio will attend the Residential Substance meeting.

Susan Shea mentioned the need to take some motions to the general Council to make sure the populations are represented in the RFPs. This committee needs to make recommendations to the Council, which then can recommend the aids office. Lara Salle mentioned she would like to discuss the rebidding of DPH contracts, this will happen at the next committee meeting.

Long-range Planning/ Calendar Development

Bill Blum mentioned it would be good to have a calendar including two main items:

1. Local to federal decisions and how they impact funding
2. Our work as the planning committee to help with the prioritization timeline

Materials for Prioritization Meeting

Would like to go into the August 25th meeting with a suggestion of the documents people should be focusing on. So everyone should go through the documents they have and bring in the ones they find most important, then the committee will have a discussion about why these documents are important to the prioritization process.

New Business/ Next Meeting Agenda

Next meeting will be Tuesday, July 8, 2003 from 3:30-5:30pm.

Catherine Geanuracos asked for quality management to be the pre-training for the July 28th Council meeting. Would it be possible to get a preview?

Discuss the July 14 Council meeting- what presentations and the agenda.

Email agendas to everyone on committee.

Meeting adjourned 5:33pm.

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~~San Francisco~~
 HIV Health Services Planning Council
 Planning Committee Meeting Agenda (DRAFT)
 Tuesday, July 8, 2003
 25 Van Ness Ave., Rm. 330 A
 3:30 p.m. - 5:30 p.m.

Item	Presenter	Time
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:35
3. Review/Approve Minutes	Group	3:40
<i>Approve Minutes for June 10th and June 24th Meetings.</i>		
4. Announcements	Group	3:45
5. Public Comment	Public	3:50
6. Severe Needs Proposal	Group	3:55
<i>Present and discuss the severe needs proposal written by Catherine Geanuracos, Bill Blum, Laura Thomas, and Charles Siron.</i>		
7. ISP Discussion Continued	Group	4:05
<i>Present and discuss ISP definition, which will be brought to the full council.</i>		
8. Discussion of DPH Contract Rebidding	Group	4:15
<i>On-Going Discussion about OA Contracts with City and County Agencies</i>		
9. Materials for Prioritization Meeting	Group	4:25
<i>General Discussion about the different important documents needed for the August 25th prioritization meeting.</i>		
10. Preview of the Quality Management		4:35
<i>Preview of the Quality Management pre-training for the July 28th Council Meeting.</i>		
11. Develop Timelines	Group	4:55
<i>a. Planning Committee work and deadlines</i> <i>b. Other Funding cycles that impact on Strategic planning for</i>		
11. Agenda for the July 14th Council Meeting	Group	5:10
10. New Business/Next Meeting Agenda	Group	5:20

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 730 Polk Street San Francisco, CA 94109

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25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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~~HIV Health Services Planning Council~~
~~Planning Committee Draft Minutes~~
Tuesday July 8, 2003
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

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Council Members: Charles Siron, John Conley, Randy Allgaier, Darnell Durio, George Simmons, Bill Blum, Margot Antonetty, Catherine Geanuracos, Brad Hume, Lara Sallee

Others Present: Leah Crask (Council Adm. Asst.), Naomi Prochovnick (TLC), Russ Zellers (IHHS), Laura Thomas (AIDS Office), Joe Fera (Director of Community Support), Michelle Long Dixon

Introductions

Review/Approve Agenda

A report about the Community Input meetings was added and the July 14th agenda was moved up in the agenda. The agenda was then approved.

Review/Approve Minutes

The June 10, 2003 minutes were approved.

The June 24, 2003 minutes were approved.

Announcements

Naomi Prochovnick (TLC) announced that TLC is hiring a full-time manager.

Bill Blum announced San Mateo has a position open for a HIV Risk Reduction Specialist and Health Educator.

Public Comment

There was no public comment.

Severe Needs Proposal

The smaller group did not have the chance to meet.

Community Input Meetings

Darnell Durio attended the residential substance meeting. There were five people at the meeting, three agencies and one community member. The consumer spoke for much of the meeting and gave his personal experiences.

Brad Hume went to the Dental meeting. He heard things are going fairly well and the idea of vitamin vouchers was raised. Care clients will not feel the effects of the Medi-Cal cuts and will still receive these services. The concerns were about times for appointments, etc.

At the Home Health Care meeting, the need for the agencies to be more connected arose. The stronger the relationships, the faster clients can have their needs met. The number of clients has decreased but the severity has increased.

Russ Zellers mentioned that the number of consumers in attendance has been disappointing and perhaps there is a need to re-think how these are done. He could work with the Council on a way to improve this, it was suggested to take this to the Community Outreach and Advocacy Committee.

ISP Discussion Continued

There was a discussion about what to include in the ISP definition. The committee started by using the existing definition:

Multidisciplinary models of service delivery where services merged coordinated or otherwise linked together to ensure the delivery of a comprehensive spectrum of care in a seamless manner to a severe need population. Models are designed to place primary medical care at the center of the service delivery system and must provide: primary medical care; housing; case management; peer advocacy; treatment advocacy; psychiatric consultation; and vouchers for transportation, clothing, and household goods.

The committee decided to put co-located or on-site in the first sentence.

Catherine Geanuracos stated a motion to amend the list to include two levels of service within the definition, on-site and direct access to.

On Site- primary medical care, case management, peer advocacy, psychiatric services, vouchers, substance abuse assessment, mental health (assessment counseling referral)

Access to- treatment advocacy, emergency housing

Treatment advocacy was changed to treatment adherence and moved to the on-site group. Merged, coordinated or otherwise linked together was changed to coordination of care. Substance use services were added to the first group instead of substance abuse treatment. There was a general consensus that the committee was comfortable with this start and a final wordsmith group was formed to draft the definition. This group included: Randy Allgaier (communication person); Laura Thomas; Lara Sallee; Margot Antonetty; and Brad Hume. This group will also look at an operational third sentence. The group will have a definition by the July 14th Council meeting.

Discussion of DPH Contract Rebidding

This item was tabled until the next meeting.

Materials for Prioritization Meeting

A list was composed of the important documents to bring to prioritization. At the next meeting, a discussion about who is responsible for these documents will take place.

Decision matrix-last year's updated- Charlene

Summary sheets

Service Sub-category list

Severe Need definition

Shared Values and Vision

Goals and Objectives from the 3 year plan

Budget

Funding scenarios

Memo from the Community Forum

HRSA documents

Definition of ISP

Preview of the Quality Management

Michelle Long Dixon will give a brief presentation at the July 28, 2003 Council meeting. She will give

an update on what the AIDS Office is doing right now.

Develop Timelines

It was announced that Infrastructure and Policy is also looking at calendars and is asking each committee to start developing their calendars after prioritization. Calendar creation will be put on the September Planning Committee agenda.

Agenda for the July 14th Council Meeting

A draft agenda for the July 14, 2003 Council meeting was created.

Next Meeting Date & Agenda Items

Next meeting will be July 22, 2003.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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HIV Health Services Planning Council
Planning Committee Draft Agenda

Tuesday July 22, 2003

25 Van Ness Ave., Room 330 B

3:30 p.m. – 5:30 p.m.

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ItemPresenterTime

DRAFT

- | | | | |
|-----|---|--------|------|
| 1. | Introductions | Group | 3:30 |
| 2. | Review/Approve Agenda | Group | 3:35 |
| 3. | Review/Approve Minutes
<i>Approve Minutes for July 8th Meeting.</i> | Group | 3:40 |
| 4. | Announcements | Group | 3:45 |
| 5. | Public Comment | Public | 3:50 |
| 6. | Materials for Prioritization Meeting
<i>Please review the attached list of materials developed at last meeting. Come prepared to assign responsibility for documents—i.e. which will Council Staff bring; which will Council members be responsible for bringing; origin of documents.</i> | Group | 3:55 |
| 7. | ISM Definition
<i>Discuss the ISM (Integrated Service Model) definition, to be brought to the full council</i> | Group | 4:10 |
| 8. | Severe Needs Proposal
<i>Present and discuss the severe needs proposal to bring to the July 28th Council meeting.</i> | Group | 4:40 |
| 9. | Contract Bidding Process/\$500K Budget Add-back
<i>Framing these topics for next Planning Committee meeting; identify any materials needed for discussion</i> | | 5:05 |
| 10. | Next Meeting Date & Agenda Items | Group | 5:25 |

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Materials for Prioritization meeting:

Decision matrix-last year's updated by Charlene

Summary sheets

Service sub category list

Severe need definition

Shared values and vision

Goals and objectives from the 3 year plan

Budget

Funding scenarios

Memo from community forum

HRSA documents

Definition of ISISP

Needs Assessment

Party and Play Study

Transgender Study

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~~San Francisco~~**HIV Health Services Planning Council****Planning Committee Draft Minutes****Tuesday July 22, 2003****25 Van Ness Ave., Room 330 B****3:30 p.m. – 5:30 p.m.**

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Council Members Present: Susan Shea, Charles Siron, Darnell Durio, Margot Antonetty, Elyse Graham, Lara Sallee, Bill Blum

Others Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Mike Smith (AIDS Emergency Fund), Don Soto (Lutheran Social Services), Joe McMurray (Metropolitan Community Church-SF), Bill Hirsh (AIDS Legal Referral Panel), Karen Hillman (San Francisco AIDS Foundation), Russ Zellers (HHS), Estelle Eskenazi (Westside Community), Naomi Prochovnick (Tenderloin Care Continuum), Dimas Moncada, Jr. (Family Service Agency), Michelle Long Dixon (SFDPH, HHS)

Introductions**Review/Approve Agenda**

Committee did not have a quorum of membership.

Review/Approve Minutes

The approval of minutes from July 8, 2003 was tabled until the next planning Committee meeting. The Committee did not have a quorum of membership.

Announcements

There were no announcements.

Public Comment

Bill Hirsh asked if the Planning Committee is where the Council will review the \$500,000 budget add-back and make recommendations to the AIDS Office. What would be the timeline for setting the criteria? Susan Shea stated there will be one-time only proposals in the winter.

Materials for Prioritization Meeting

Council support will send the documents out on the Yahoo! Group before the August 25, 2003 meeting. The Planning Committee recommended the following presenters:

Decision matrix- Margot Antonetty and Susan Shea will preface this document and also attach memo explanation

Summary sheets- Laura Thomas will summarize and explain trends or other important details. (Some copies of the summary sheets will be brought to prioritization).

Service sub category list-Susan Shea will explain the list.

Severe need definition-Margot Antonetty will present.

Shared values and vision- The Council co-chairs will present.

Goals and objectives from the Three Year Plan- The Council co-chairs will present.

CARE Title I Budget -Laura Thomas and Susan Shea will present.

Funding scenarios- Catherine Geanuracos and Brad Hume will present and lead discussion. (This

document needs to be emailed out again.)

Report from community forum-Darnell Durio and Donald Frazier will create this document and get it to Council Support.

HRSA documents- The priority setting and resource allocation, appendix H, from the HRSA manual. Joe Fera will give a summary of any changes and send out on email. (Send out in email and bring 10 copies to prioritization.)

Definition of ISM

Needs Assessment- The 2002 Needs Assessment and update for homebound population, Randy Allgaier and Charles Siron will present.

Party and Play Study, Transgender Study, Dementia Assessment -- Randy Allgaier and Charles Siron will summarize each and then present them together. A summary sheet will be sent out.

ISM Definition

Lara Sallee presented a revised Integrated Service Model definition incorporating the ideas brought fourth at the Council meeting on July 14, 2003. The two main concepts she felt needed to be address were immediate access in a primary care setting or very close by and adding collaborations as well a single organizations to provide services. See attached version of the ISM definition.

A discussion about the revised definition took place and led to an emphasis on the need for specific and complete standards of care for an ISM. The committee took a straw poll, five members supported the ISM definition, and one member opposed the definition. Pending full Council approval, Lara Sallee will present the revised definition at the next Council meeting on July 28, 2003.

Severe Needs Proposal

Susan Shea mentioned this is a discussion about presenting the Severe Needs Document to the Council with the suggestion to emphasize African Americans, the Transgender population, and the service need of residential substance treatment for monolingual Spanish speakers, as a vote at prioritization this year. The plan is to revise the Severe Need definition in the Fall or early next year. Margot Antonetty agreed to give the current statistics for the definition of poverty to Council Support to revise the document. Bill Blum suggested presenting the populations, African Americans, and Transgender separately from the service need of residential substance treatment for monolingual Spanish speakers at the next Council meeting. The committee would like to look at Neighborhood specific concerns with regard to severe need at the next meeting.

Contract Bidding Process/\$500K Budget Add-back

Susan Shea explained the Committee would like to discuss framing this \$500K add-back for the Council, where the money came from and where it could be placed. This add-back would be for the 2003-04 year. Lara Sallee mentioned that since this add-back is for 2003-04 shouldn't that prioritization apply to the add-back. Margot Antonetty mentioned the Council should know who lobbies for the add-back and where the Supervisors wanted the money added. Michelle Long Dixon stated she has not seen any specific language around this add-back and where the money should be directed, she will check for clarification.

A discussion followed regarding the contract bidding process. There was a suggestion for more clarity about the goals of the community input meetings. Susan Shea explained it would be helpful for the Council to look at the services going out for bid and how this relates to priorities for the future. Are services going out to bid, which are low on prioritization and could be cut in the near future? Providers should know how the Council is looking at funds. This could also be an opportunity to de-fund some services to move the monies into another service if needed. The committee would like to have the information sheets from Russ Zellers with the amounts and sub-categories going up for bid.

Next Meeting Date & Agenda Items

- Neighborhood specific concerns in relation to Severe Needs
- Contract bidding and 500K
- DPH rebidding

The next meeting will be August 12, 2003 from 3:30-5:30 p.m.

There is a tentative extra meeting scheduled on August 19, 2003 from 3:30-5:30 p.m.

Meeting adjourned 5:26 p.m.

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✓ **HIV Health Services Planning Council**
 ≡ **Planning Committee Draft Agenda**
Tuesday August 12, 2003
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m

DRAFT

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for July 22th Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Schedule and goals for August 25 th Prioritization Meeting		3:50
<ul style="list-style-type: none"> • <i>What do we need to get out of this meeting?</i> <ul style="list-style-type: none"> ○ <i>List of subcategories in order of priority</i> ○ <i>Approve budget amount for grant submission</i> ○ <i>Contract Bidding Process – how to tie the subcategory prioritization to the RFP process.</i> ○ <i>\$500K Budget Add-back – Should we have a couple of proposals ready for consideration by the council</i> ○ <i>Prevention priorities discussion</i> • <i>Who facilitating?</i> 		
7. Community Input Meetings <i>Present and discuss minutes from the Community Input Meetings.</i>	Russ Zellers	4:50
8. Severe Needs Proposal <i>Discuss the severe needs proposal with attention to neighborhood specific concerns.</i>	Group	5:05
9. Possible Use of Additional Ryan White Funds for Diagnostic Assay Program		5:15
10. Next Meeting Date & Agenda Items	Group	5:25

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DiCrocco (ACTCM Client), Russ Zeller (HIV Health Services), Laura Thomas, Richard Johnson

(ACTCM Client), Mitchell Hertagt (ACTCM/ACRP), Dimas Moncada Jr. (FSA HIVMH), Jim Illig

(Project Open Hand), Bill Hirsh (AIDS Legal Referral Panel), Mike Smith (AIDS Emergency Fund),

Dana Van Gorder (SFAF)

1. Introductions**2. Review/Approve Agenda**

The agenda was approved.

3. Review/Approve Minutes

The minutes for July 8, 2003 were approved.

The minutes for July 22, 2003 were changed to amend Bill Hirsh's comment; he was referring to the notice from the AIDS office of unspent funds not the budget add-back. The minutes were then approved.

4. Announcements

Laura Thomas announced she will be leaving the AIDS Office at the end of October. She has taken a position as the Director of Public Policy and Grants at Continuum.

5. Public Comment

A member of the public spoke on behalf of the American College of Traditional Chinese Medicine. This has been one of the better services in his life. the costs are not as high as Western medicine and the body is treated as a whole. He also spoke about being a long time client of AIDS Emergency Fund and recently being cut-off.

A second member of the public spoke on behalf of the American College of Traditional Chinese Medicine, explaining how they offer a comprehensive approach to treatment which is tailored for each individual and can help with the side-effects of HIV medications. Some people cannot tolerate anti-viral medicine and this is an alternative. he would like to see the funding restored.

A third member of the public spoke on behalf of American College of Traditional Chinese Medicine explaining that the program not only helps consumers but also students and practitioners. He also wrote a letter to be passed on to the Council.

6. Schedule and goals for August 25th Prioritization Meeting

Susan Shea put together an outline to go over prioritization activities. The committee reviewed and discussed the outline. There was a discussion about how to prioritize the subcategories. The 500K add-back would be distributed to the top 11 subcategories unless there were any stipulations from the Board of Supervisors. Laura Thomas mentioned what she needs from the Council. She will need to document how the Council considers that the prevention initiative is supposed to bring many new people into Care, how will the Council deal with this and what is the contingency plan. She also needs to address the services for women, infants, children and youth and whether they are being appropriately served.

The Committee discussed the Bayview –Hunter Point Community Forum. The committee agreed to ask the Community Outreach and Advocacy Committee to prepare a brief report on the Community Forum and asked that it be made clear who was present for the event.

The Committee decided to have about 2 hours for section A, Presentation of the Prioritization Documents, on the outline.

The Committee also agreed to bring forward the subcategory list from last year and then have people make amendments. It was decided to have recommendations from the Planning Committee. Planning Committee would present a motion to use last year's sub-category prioritization. The committee voted on this and was unanimously in favor of presenting last year's subcategory prioritization as a motion to the full Council.

George Simmons recommended moving the Integrated Service Model (ISM) discussion up to item C, instead of E, since this will need to be integrated into the funding tiers. The committee discussed how to incorporate the ISM definition into prioritization, this conversation will be continued at the next planning committee meeting on August 19, 2003, 3:30- 5:30 p.m. Susan Shea put a motion on the table to move the ISM discussion to before item C. Review, Discuss and Vote on Funding Scenarios. Darnell Durio seconded the motion. The motion passed unanimously.

The Committee then briefly discussed the funding scenarios item. This item will be discussed at the next planning committee meeting on August 19, 2003, 3:30- 5:30 p.m. The committee discussed the remaining items on the outline. Susan Shea motioned to take the Prevention Priorities Discussion off the agenda. George Simmons seconded the motion. The motion passed unanimously. The last item will be the budget.

The committee then discussed the facilitation of the August 25, 2003 Council meeting. The committee nominated Bill Blum and Lara Sallee to lead the discussions at the Prioritization meeting. Joe Fera will keep a speakers list through out the meeting.

There should be a ten minute review of Robert's Rules of Order and also there will be the Conflict of interest Disclosure. Everyone should be encouraged to disclose all potential conflicts of interest including serving on the board of an organization. The committee discussed the inclusion of a discussion about the add-backs and Unfunds at the August 25, 2003 meeting. It was mentioned that the longer the Council waits to make to decisions can have a big impact on providers. Darnell motioned to put the discussion of add-backs and Unfunds on the agenda and move it off if the agenda if there is not time. Randy Allgaier seconded the motion. Susan Shea mentioned the documents from part A could be sent out via email and not be part of the discussion. The committee voted: 6 in favor of the motion and 2 opposed. The motion passed.

7. Community Input Meetings

Russ Zellers explained that as part of solicitations, HIV Health Services held community meetings to

gather input. The minutes from these meetings were handed out to the committee. He tried to pull out the main points, which sometimes was difficult because there were not a large number of consumers involved. The first few meeting minutes he believes are most useful, and some interesting ideas arose in Substance, Homecare, and Complimentary Care. (These minutes will be included in the Council members prioritization mailing.)

8. Severe Needs Proposal

This item was tabled until the next Planning Committee meeting on August 19, 2003.

9. Possible Use of Additional Ryan White Funds for Diagnostic Assay Program

This item was tabled until the next Planning Committee meeting on August 19, 2003.

10. Next Meeting Date & Agenda Items

August 19, 2003, 3:30-5:30 p.m.

-ISM Funding Framework

-Funding Scenarios

-Severe Needs Proposal

- Possible Use of Additional Ryan White Funds for Diagnostic Assay Program

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
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2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for August 12, 2003 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	ISM Framework <i>Discuss how to incorporate the ISM into the current funding categories.</i>	Group	3:50
7.	Funding Scenarios <i>Review current funding scenarios and discuss possible recommendations to the Council.</i>	Group	4:15
8.	Severe Needs Proposal <i>Discuss the severe needs proposal with attention to neighborhood specific concerns.</i>	Group	4:35
9.	DPH un-funds <i>Review UNFUNDS Policy and Procedure and forward motion from committee for use of Spring UNFUNDS including the possible Use of Additional Ryan White Funds for Diagnostic Assay Program</i>		4:45
10.	500 K Add Back Dollars <i>Discuss and vote on motion to be sent to Council for distribution of these funds.</i>	Group	5:05
11.	Communication Agreement for Prioritization <i>Discussion of an agreement to present at prioritization.</i>	Group	5:15
12.	Next Meeting Date & Agenda Items	Group	5:25

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*HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109*

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 3th floor, San Francisco, CA 94102*

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*- San Francisco***HIV Health Services Planning Council****Planning Committee Draft Minutes****Tuesday August 19, 2003****25 Van Ness Ave., Room 330 B****3:30 p.m. – 5:30 p.m.**

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Committee Members Present: Bill Blum, George Simmons, John Conley, Susan Shea, Lara Sallee, Catherine Geanuracos

Committee Members Absent: Margot Antonetty

Council Members Present: Brad Hume, Darnell Durio, Don Soto, Charles Siron, Elyse Graham

Others Present: Leah Crask (Council Adm. Asst.), Laura Thomas (HHS), Russ Zellers (HHS), Naomi Prochovnick (Continuum-TLC), Karen Hillman (SF AIDS Foundation), Mike Smith (AIDS Emergency Fund), Tony Sanchez (Family Support Services of the Bay Area), Dimas Moncada Jr. (Family Service Agency-HIV Mental Health Program), Anne Holmes (Continuum), Mark Cloutier (Continuum), Bill Hirsh (AIDS Legal Referral Panel), Jim Illig (Project Open Hand), Francine Austin (HHS), Celinda Cantu (HHS)

1. Introductions**2. Review/Approve Agenda**

The agenda was approved.

3. Review/Approve Minutes

The minutes for August 12, 2003 were approved. Council Member Conley and Council Member Geanuracos abstained from voting to approve the minutes.

4. Announcements

Council Member Geanuracos reminded the Committee of the meeting with the journalists from Africa on Thursday August 21, 2003 at 11:00 am. The meeting will be held at the International Diplomacy Council, 312 Sutter Street, #402.

Council Member Blum reminded the Committee of the collaboration/work group meeting with the Prevention Planning Council on Friday, August 29, 2003 at 1:00 p.m.

5. Public Comment

There was no public comment.

6. ISM Framework

The Committee discussed bringing a motion to the Council for the August 25, 2003 meeting. Council Member Shea presented the motion: Using the idea that moving towards ISMs is a multi-year project, this first year should focus on contract process, and instruct HIV Health Services to include contract language and develop MOUs which solidify how case conferencing will be included and to take into consideration how this will affect units of service for the organization. The Committee discussed the motion and voted. This motion carried.

Council Member Geanuracos stated a motion for the residential substance use category rebidding process to include a specific requirement that services be linked to a primary care site. For outpatient, the Council encourages, at least 30% of the dollars in the contracting process are used to support

programs, which solidify or provide linkages for ISMs. The Committee discussed this motion; Council Member Geanuracos withdrew the motion.

Council Member Sallee stated the motion: The service subcategories that will be impacted by the 2004-05 contract language will be all the ISM services, residential substance use, residential mental health and complimentary care. The Committee discussed the motion; Council Member Salle withdrew the motion.

Council Member Hume stated a motion for funds from within existing categories or from an increase to go into ISMs to provide outpatient mental health and substance use services. Council Member Simmons seconded the motion. The Committee discussed the motion and voted. The motion did not carry.

7. Funding Scenarios

Council Member Simmons stated a motion to use last years funding methodology. Council Member Conley seconded the motion. The Committee discussed the motion and voted. The motion carried.

8. Severe Needs Proposal

Council Member Geanuracos stated a motion to amend the funding scenarios. Under increased funding, the service categories, which are indicated for increased funding, should apply the increase to services targeted to the most severe need populations as defined by the Severe Need Definition. The motion was amended to include a recommended dollar amount off the top for monolingual Spanish speaking residential substance treatment. The committee discussed the motion and votes. The motion did not carry.

Council Member Simmons stated a motion to adopt the 2003 Update Severe Need Definition and to ask Council members to pay specific attention to the co-morbidity factors mentioned in the definition. Council Member Conley seconded the motion. The Committee discussed the motion and then voted. The motion carried.

9. DPH un-funds

Council Member Hume stated a motion to only discussed the Unfunds monies at the Prioritization Meeting on Monday August 25, 2003. The motion was seconded and the committee voted unanimously in favor of the motion.

Council Member Hume stated the motion to allocate \$352,000 of the Unfunds to the Diagnostic Assay program in San Francisco. Council Member Siron seconded the motion. The Committee discussed the motion and voted. The motion carried.

Council Member Shea stated the motion to give \$150,000 to the voucher program and \$200,000 to consultant projects, for Reggie, Needs Assessments or other assessment projects, which might come out of prioritization. Council Member Geanuracos seconded the motion. The Committee discussed the motion. The motion was split into two parts. The first part of the motion, \$150,00 for the voucher program was brought to a vote. The motion did not carry. The second part of the original motion was then withdrawn.

The Committee voted to extend the discussion until 5:45 p.m.

Council Member Conley stated a motion to not spend any of the Unfunds dollars on the Reggie project. Council Member Simmons seconded the motion. The committee voted and the motion carried.

Council Member Geanuracos stated a motion to spend \$150,000 on vouchers, split between food and household goods vouchers. Council Member Shea seconded the motion. The committee discussed and

voted on the motion. The motion carried.

Council Member Shea stated a motion for the remaining \$268,000 Unfunds dollars to go toward Direct Emergency Financial Assistance. Council Member Hume seconded the motion. The Committee voted and the motion carried.

10. 500 K Add Back Dollars

This discussion was tabled until the September 9, 2003 Committee meeting.

11. Communication Agreement for Prioritization

Council member Blum presented his Communication Agreement for Prioritization. He explained that he created this document for prioritization when he was going to have to facilitate part of the meeting.

12. Next Meeting Date & Agenda Items

The next Committee meeting will be Tuesday, September 9, 2003 from 3:30-5:30 p.m.

Meeting adjourned at 5:45 p.m.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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**HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday September 9, 2003
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.**

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for August 19, 2003 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	Committee Mission Statement <i>Craft the Planning Committee's mission statement:</i>	Group	3:50
7.	HHS Contract Going out to Bid, Fall 2003	Group	4:10
8.	500 K Add Back Dollars <i>Discuss a motion to be sent to Council for distribution of these funds (and vote?).</i>	Group	4:25
9.	Severe Need Definition <i>Developing areas for further education within the Severe Needs Definition.</i>	Group	4:40
10.	Committee Calendar Planning <i>Plan and develop a committee calendar.</i>	Group	5:00
11.	Open Nomination for Committee Co-chairs	Group	5:20
12.	Next Meeting Date & Agenda Items	Group	5:25

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=**HIV Health Services Planning Council**
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Tuesday September 9, 2003
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

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Committee Members Present: Susan Shea, Bill Blum, Lara Sallee, John Conley, Catherine Geanuracos, Margot Antonetty

Committee Members Absent: George Simmons, Mary Lawrence Hicks (Leave of Absence)

Council Members Present: Brad Hume, Don Soto, Joe McMurray

Others Present: Leah Crask (Council Adm. Asst.), Joe Fera (Director of Community Support), Laura Thomas (HHS), Russ Zellers (HHS), Mike Smith (AIDS Emergency Fund), Michelle Long Dixon (HHS)

1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The minutes for August 19, 2003 were approved.

4. Announcements

Council Member (CM) Shea on behalf of the co-chairs of the Planning Committee thanked everyone for all the work they did during prioritization.

CM Sallee thanked the co-chairs for all their leadership so the Committee could do its work.

CM Geanuracos announced that there was a grievance filed with the Council and the Council co-chairs have referred this to the Evaluation Committee. Please attend the Evaluation Committee meeting if you would like to be involved in the grievance process.

5. Public Comment

A member of the public thanked the Council for the allocation of funding for Direct Emergency Financial Assistance. Clients have been notified and starting October 1, 2003, they will be able to start seeing all their clients again.

6. Committee Mission Statement

The Committee discussed the creation of its mission statement. The committee agreed on a draft mission statement, which CM Sallee is going word smith and bring a new version to the next committee meeting. This draft statement was:

The Planning Committee is the Council's forward looking body, that plans and coordinates the (a) timely and relevant prioritization process, and prepares and disseminates information to the council to ensure effective (prioritization) decisions (in the context of the goals of the Three Year Plan).

7. HHS Contract Going out to Bid, Fall 2003

CM Shea motioned to take this item off the agenda and defer the topic to the Steering Committee. CM Geanuracos seconded the motion. There were no objections, so this agenda item will go to Steering.

8. 500 K Add Back Dollars

Michelle Long Dixon (HIV Health Services) recommended the Council make some recommendations/decisions for spending these funds. CM Shea motioned that this topic be moved to the Steering Committee. CM Geanuracos seconded the motion. The Committee then discussed the motion. The motion passes.

CM Conley stated a motion to encourage Steering to consider reserving some funds to fill next years cuts. The motion was seconded and the Committee discussed the motion. The Committee voted and the motion did not carry.

CM Antonetty stated a motion to recommend to Steering to follow the Unfunds policy, depending on the directives from the Board of Supervisors. Suggest to Steering that any unallocated funds go to the top-funding tier, as the Unfunds policy states in the case of increased funding. CM Shea seconded the motion. The Committee voted on the motion and the motion carried.

CM Geanuracos agreed to call Chris Daly to find out any instructions for the funds from the Board of Supervisors.

9. Severe Need Definition

This agenda item was tabled until next Committee meeting.

10. Committee Calendar Planning

CM Shea mentioned would be a strategic calendar and would match with other Committees' activities. CM Blum volunteered to work on a draft of a calendar along with Laura Thomas and Council Support. The Committee discussed calendar items and the creation of the prioritization methodology to bring to the full Council for approval. Joe Fera will collect some information from other cities and send some possible prioritization methodologies out to the Committee to review before the next meeting.

11. Open Nomination for Committee Co-chairs

The nomination of Committee co-chairs was opened. CM Antonetty nominated CM Blum, he accepted the nomination. CM Sallee nominated CM Shea, she accepted the nomination. Nominations will remain open until the next Committee meeting on October 14, 2003.

12. Next Meeting Date & Agenda Items

The next meeting will be on October 14, 2003 from 3:30-5:30 p.m.

Items for next meetings agenda include:

- Mission Statement
- Calendar Creation

- Unmet Needs from HRSA
- Prioritization Methodology

The meeting was adjourned at 5:16 p.m.

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San Francisco
 HIV Health Services Planning Council
 Planning Committee Draft Agenda
 Tuesday October 14, 2003
 25 Van Ness Ave., Room 330 B
 3:30 p.m. – 5:30 p.m.

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for September 9, 2003 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	Committee Mission Statement-VOTE <i>Review and vote on draft mission statement.</i> The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.	Group	3:50
7.	Committee Calendar Planning <i>Plan and develop a committee calendar.</i>	Group	4:00
8.	Prioritization Methodology-VOTE <i>Discuss and vote on a prioritization methodology to bring to the full council for the coming year.</i>	Group	4:30
9.	Unmet Needs from HRSA	Group	4:55
10.	Committee Co-chair elections	Group	5:20
11.	Next Meeting Date & Agenda Items	Group	5:25

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- E F R A N C I S C O -
HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday October 14, 2003
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

365
Committee Members Present: Susan Shea, John Conley, Margot Antonetty, Mary Lawrence Hicks, Bill Blum

4/03
Committee Members Absent: Lara Sallee, George Simmons

Council Members Present: Brad Hume, Joe McMurray, Darnell Durio, Charles Siron

Others Present: Joe Fera (Director of Community Support), Leah Crask (Council Adm. Asst.), Laura Thomas (HHS), Mike Smith (A.E.F.)

1. **Introductions**

2. **Review/Approve Agenda**

The agenda was approved.

3. **Review/Approve Minutes**

The minutes from September 9, 2003 were approved.

4. **Announcements**

Joe Fera announced please turn in your evaluation of prioritization to council support as soon as possible, for the evaluation committee.

5. **Public Comment**

There was no public comment.

6. **Committee Mission Statement-VOTE**

The Committee discussed the draft mission statement Council Member (CM) Sallee forwarded after discussion at last meeting. CM Blum put forward a motion to adopt this draft mission statement as the Committee's mission statement. CM Conley seconded the motion. The Committee voted all in favor to adopt the following mission statement.

The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.

7. **Committee Calendar Planning**

CM Blum and Council Support will put together a draft calendar to be discussed at the next Committee meeting.

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8. Prioritization Methodology-VOTE

CM Shea handed out a draft of the proposed prioritization process. The Committee reviewed the draft and agreed to they will need an hour to an hour and a half during each Council Meeting for prioritization activities. The Committee Co-chairs will work with Steering to try and keep this goal on target. The Committee discussed possible meeting times for the long prioritization meeting. At the October Council Meeting, there will be a vote on the prioritization topics and in November, there will be a discussion about ethical decision-making and decision-making models. The committee then reviewed the different prioritization topics for each month's Council Meeting.

CM Antonetty stated a motion for Council Support to send out the chapter from the Title I Manual on Priority Setting to all Council Members with the recommendation to read the chapter before the October Council Meeting. CM Hicks seconded the motion. The Committee voted all in favor of the motion.

Joe Fera and CM Shea will work on preparing topics and information for the October Council Meeting.

The Committee will revisit this schedule at the next meeting.

CM Shea stated the following motion to bring to the full Council, the Planning Committee recommends these are the issues and items on the prioritization calendar and other issues, which need to be addressed will be given to Steering for assignment. The motion was seconded and the Committee voted all in favor of the motion.

9. Unmet Needs from HRSA

Laura Thomas explained the HRSA requirement for every EMA to work on Unmet Needs. HSRA's consultants are from UCSF, which is fortunate for this EMA. The Department of Public Health has been working with data from San Francisco but will also need to include San Mateo and Marin Counties, which might be more difficult because the level of information available may be different. On October 10, 2003 there was a meeting held between Laura Thomas, Joe Fera, John Conley, some of the epidemiology staffs, and the consultants. The group decided to consult Kaiser's research branch to get information on all three counties. Medicaid and ADAP are also potential databases to gather the information. Information on age, race, and ethnicity will also be needed. Laura Thomas mentioned it would be good to have a Planning Council Member engaged in this process and at the meetings, since this is an action of the Planning Council. HRSA's implication is that this will be used for future funding.

The Committee discussed this project as the needs assessment for the Council this year. CM Conley agreed to be the representative from the Planning Committee of the Council.

10. Committee Co-chair elections

The Committee asked for any additional nominations for co-chair, seeing none the nominations were closed. CM Blum and CM Shea were nominated at the previous months

meeting. The Committee voted all in favor of the two nominations for co-chairs. CM Blum and CM Shea are the newly elected Planning Committee co-chairs.

11. Next Meeting Date & Agenda Items

The next meeting will be Thursday November 13, 2003 from 4:00-6:00 p.m., due to the holiday on the 11th of November.

Possible agenda items include:

- Committee Calendar
- Prioritization feedback from evaluation
- Planning November meeting, in great detail
- Set dates for rest of prioritization calendar

The meeting was adjourned at 5:32 p.m.

- San Francisco

**HIV Health Services Planning Council
Planning Committee Draft Agenda
Thursday, November 13, 2003
25 Van Ness Ave., Room 330 B
4:00 p.m. – 6:00 p.m.**

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:00
2. Review/Approve Agenda	Group	4:02
3. Review/Approve Minutes <i>Approve Minutes for October 14, 2003 Meeting.</i>	Group	4:05
4. Announcements	Group	4:10
5. Public Comment	Public	4:15
6. Prepare for November Council meeting: Prioritization Content a. Ethical Decision Making b. Shared values c. Decision Making Model	Group	4:20
7. Prioritization Calendar-VOTE <i>Set dates for the rest of the Prioritization calendar and vote on a recommendation to bring to the full Council for a vote at November meeting.</i>	Group	4:40
8. Committee Calendar Planning <i>Plan and develop a committee calendar (mainly comes out of above agenda item)</i>	Group	5:00
9. Feedback from Evaluation Committee <i>Discuss feedback from the Prioritization Evaluations.</i>	Group	5:15
10. Next Meeting Date & Agenda Items	Group	5:25

Mission Statement: *The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

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HIV Health Services Planning Council
Planning Committee Draft Minutes
Thursday, November 13, 2003
25 Van Ness Ave., Room 330 B
4:00 p.m. – 6:00 p.m.

Committee Members Present: Susan Shea, John Conley, George Simmons, Bill Blum, Lara Sallee, Margot Antonetty

Committee Members Absent: Mary Lawrence Hicks

Council Members Present: Don Soto, Joe McMurray

Others Present: Leah Crask (Council Adm. Asst.), Michelle Long Dixon (HIV Health Services)

1. Introductions

2. Review/Approve Agenda

The agenda was approved.

3. Review/Approve Minutes

The minutes from October 14, 2003 were approved. Council Member (CM) Simmons abstained from voting.

4. Announcements

Leah Crask asked all Council Members to please turn in their Training Needs Assessment as soon as possible.

CM Blum announced San Mateo has a job opening for a full-time Social Worker. For information, please contact CM Blum or www.co.sanmateo.ca.us.

5. Public Comment

There was no public comment.

6. Prepare for November Council meeting:

CM Shea announced the Council did not vote on the 1 ½-2 hours at each Council Meeting to be dedicated to the Planning Committee's prioritization activities, this will have to be voted on at the November meeting. The committee discussed the Ethical Decision Making presentation for the next Council meeting, including possible presenters. The Committee agreed to have a presenter come in for this portion of the meeting. The Committee asked that Joe Fera find a presenter and arrange a time for a couple of Committee members to meet with that presenter before the November Council Meeting. The Committee asked that Council Support pay specific attention to possible conflicts of interest and that they provide the presenter with a copy of the Council's Shared Vales and Vision. The presenter should define ethical decision-making and present different decision-making models to the Council.

7. Prioritization Calendar-VOTE

CM Shea mentioned the Committee had already decided to hold the eight hour prioritization retreat in July, 2004. The Committee went over the list of topics for prioritization and calendared the different topics for November 2003 to July 2004 Council Meetings. Please see the attached Draft Prioritization Calendar.

The Committee would like to tie the Three Year Plan into all the Council Meeting presentations. Michelle Long Dixon agreed to add the goals of the Three Year Plan to the Summary Sheets.

Council Support agreed to check with the Infrastructure and Policy Committee and let the Committee know the Severe Need Definition and the ISM Definition will be presented at the February 2004 Council Meeting.

The Committee asked Michelle Long Dixon to bring information and updates regarding contract rebidding to the Council, beginning at the November Council Meeting.

The Committee will take the Calendar to Steering and ask for a vote at the Council meeting to approve the draft calendar in principle, though it is still in draft form.

At the November 24, 2003 Council Meeting the Committee will present the draft Calendar and the following motions for Prioritization:

- Dedicating 1 ½-2 hours per Council Meeting to prioritization,
- Meeting monthly, with two meeting in June 2004 and the 8-hour prioritization retreat in July 2004.

8. Committee Calendar Planning

The Committee decided their calendar should be taken from the tasks listed on the prioritization schedule for the Council, from the above agenda item (item 8, Prioritization Calendar).

9. Feedback from Evaluation Committee

This agenda item was tabled until the next Committee meeting.

10. Next Meeting Date & Agenda Items

The next Planning Committee meeting will be on Tuesday, December 9, 2003.

Possible agenda items include:

- prepare for January's Council Meeting
- feedback from the Evaluation Committee

**Draft Prioritization Calendar
Pending Council vote on November 24, 2003
(from Planning Committee)**

November 2003

Ethical decision making
Shared Values
What decision making model should we use?
Rebidding process and how it affects prioritization and vice versa

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January 2004

HRSA Program Guidance
Input from prioritization 04-05 (Evaluation Committee will decide)
Rebidding process and how it affects prioritization and vice versa
Overall structure of HIV Care in SF: structure and finances
What decision making model should we use?

February 2004

ISM Definition
Severe need definition
Rebidding process and how it affects prioritization and vice versa

March 2004

Ryan White CARE Act model in SF: with input from HIV Health Services, Providers and Consumers
3 year plan
Consumer Input
Ability of providers to replace CARE monies
Reggie Data
Epi & Surveillance Data
Provider input
Core Services Definition

April 2004

Services, Providers and Consumers
3 year plan
Consumer Input
Ability of providers to replace CARE monies
Reggie Data
Epi & Surveillance Data
Provider input

May 2004

Eligibility for services
Rebidding process and how it affects prioritization and vice versa
Conflict of Interest training

June 2004- 1st

MAI program need for capacity building in historically underserved populations.
Needs Assessments: HIV out of care
Summary sheets on subcategories

June 2004-2nd

Ryan White CARE Act model in SF: with input from HIV Health Services, Providers and Consumers
3 year plan
Consumer Input
Ability of providers to replace CARE monies
Reggie Data
Rebidding process and how it affects prioritization and vice versa
Provider input
Epi & Surveillance Data

July 2004- 8 Hour Meeting

Funding scenarios
Budget
Prioritizing categories and subcategories
HIV Prevention and the prevention and treatment of substance use and the coordination with CARE services

Moved to August 2004

Reports from Counties
Cost effectiveness and outcome effectiveness data

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= HIV Health Services Planning Council
 = Planning Committee Draft Agenda
 Tuesday, December 9, 2003
 25 Van Ness Ave., Room 330 A
 3:30 p.m. – 5:30 p.m.

	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
665	1. Introductions	Group	3:30
103	2. Review/Approve Agenda	Group	3:32
+	3. Review/Approve Minutes <i>Approve Minutes for November 13, 2003 Meeting.</i>	Group	3:35
	4. Announcements	Group	3:40
	5. Public Comment	Public	3:45
	6. Ethical Decision Making Presentation <i>Discuss the Ethical Decision Making presentation from the full Council Meeting and possible follow-up.</i>	Group	3:50
	7. Discuss Evaluation of Council Presentations <i>Discuss the process evaluating Council Prioritization presentations.</i>	Group	4:10
	8. Prepare for December Council meeting: <i>Discuss and decide on content to include in the December Council Meeting.</i>	Group	4:25
	9. Revise Prioritization Calendar <i>Revise the draft Prioritization Calendar..</i>	Group	5:00
	10. Solicitation Plan Update <i>Update from DPH-AIDS Office regarding the solicitations plan.</i>	Russ Zellers	5:15
	11. Next Meeting Date & Agenda Items	Group	5:25

Mission Statement: *The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday, December 9, 2003
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

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Committee Members Present: John Conley, Lara Sallee, Bill Blum, Margot Antonetty, Susan Shea, Mary Lawrence Hicks

Committee Members Absent: George Simmons

Council Members Present: Charles Siron, Brad Hume, Don Soto, Joe McMurray

Others Present: Leah Crask (Council Adm. Asst.), Joe Fera (Director of Community Support), Michelle Long Dixon (HIV Health Services), Russ Zellers (HIV Health Services)

1. Introductions

2. Review/Approve Agenda

Council Support announced there will not be a December Council Meeting, so agenda item 8, Preparing for December's Council Meeting, should be changed to preparing for the January 2004 Council Meeting.

Agenda item 10, Solicitation Plan Update was moved to after public comment.

The revised agenda was approved by consensus.

3. Review/Approve Minutes

The minutes from November 13, 2003, were approved.

4. Announcements

Council Member Sallee (CM) announced the National Caer Collation meeting was focused on reauthorization. She also announced many other sections of the Country are pushing for a readjustment of the formulas for funding. This readjustment would not be good for out EMA and we would be likely to more rapidly lose more money.

CM Conley announced, he attended the California Conference of Local Health Offices board meeting and requested that they take a position against the Governor's cap on ADAP enrollment. The board unanimously agreed to this, and having this group on record as opposing the Governor's action might be helpful.

5. Public Comment

There was no public comment.

6. Ethical Decision Making Presentation

The Committee discussed the Ethical Decision Making Presentation from the last Council meeting and how to apply the information from the presentation. Some of the discussion points included:

- Integrating the Shared Values and Vision into the prioritization process
- Possible discussion and ranking of Values in Full Council Meeting
- Having members engage in this complex system where many of the documents/values used to make decisions contradict each other (have new members engage in this discussion at orientation)

CM Shea stated a motion to hire John Golenski to work with the Council on creating a process for incorporating the Shared Values and Vision of the Council into the prioritization process. The motion was seconded. The Committee discussed the motion and how such a project would be coordinated. The Committee voted all in favor of the motion.

Council Support will plan a conference call with John Golenski, the Planning Committee, and the Council Co-chairs. The Council will ask for a proposal from Mr. Golenski for the project.

7. Solicitation Plan Update

Russ Zellers asked the Committee what directives they have for the AIDS Office regarding an decrease or an increase in MAI funding. The Committee agreed this question should go to the Infrastructure and Policy Committee.

Russ Zellers then asked the Committee for clarity regarding reduced funding. It was not clear to the AIDS Office if the Council was expecting them to first make cuts for underutilization of services. The Committee explained that cuts should be done by category, but the Council should be informed if all the services in a given category are under producing.

Russ Zellers then gave the Committee an update on the solicitation process. The AIDS Office has looked at some details and revised the solicitation plan, reducing the number of programs that need to go out to bid. By doing this the overall work load of staff is reduced and allows more time to concentrate on planning the ISM. A few contracts may need to be moved up to this month instead of in a few months on the solicitation calendar. This way these will be finished and again will allow for more focus to be on the ISM for the new year. He handed out an updated HHS Solicitations FY 03-04 sheet. This includes the solicitations, which have already been released. Office of Minority health and Assertive Case Management will most likely not have to go out to bid after all. The second page of the handout includes those services, which will be put out for the ISM.

Mr. Zellers then gave an update on the ISM developments. The AIDS Office is working with a consultant, using some of the unobligated funds, to work with providers to plan for the reorganization and solicitation for the ISM. He has also mentioned this to the Infrastructure and Policy Committee and they are planning to have a joint meeting with this Committee to discuss the issue of putting all of the primary care dollars into ISMs or staggering the amount of money over time. He has also met with the Community Outreach and Advocacy Committee to work with the Committee on gathering community input.

The Committee discuss the integration of the Council into the solicitation process. CM Shea and Blum will be contacting HAPN about integrating them into the information process about solicitations. Russ Zellers will be attending the Infrastructure and Policy Committee to discuss the ISM and will give solicitation updates to this Committee. He also mentioned at this time, the Standards of Care for the ISM are not being developed. A discussion about the primary care dollars moving into the ISM category will be discussed at the January Infrastructure and Policy Committee meeting. The Committee agreed to attend the January 7, 2004 Infrastructure and Policy Committee meeting to discuss moving primary care dollars in the ISM category.

8. Discuss Evaluation of Council Presentations

CM Blum mentioned this agenda item is to check in on how the Committee felt the last Council meeting presentations went. The Committee agreed evaluations of the Council Meetings is the work of the Evaluation Committee. The Committee agreed to do a standard check in at each Committee meeting to discuss the presentations at the previous Council Meeting.

9. Prepare for January Council meeting:

The Committee reviewed the topics to be covered at the January Council Meeting. CM Shea suggested talking to the Council about the type of work the consultant will do instead of discussing what decision making model to use.

Joe Fera agreed to have an overview of other EMA's decision making methodologies to present to the Planning Committee in January. CM Shea mentioned she is hoping the consultant will help the Council develop its own decision making method.

Other topics to be presented at the January Council Meeting include:

Overall Structure of HIV Care in San Francisco- The idea behind this is to show how the money is distributes through out San Francisco and who pays for HIV Care in the city as a whole, to help Council Members see where Title I and Title II dollars fit in. Council Support will ask Laura Thomas if she will present this and CM Antonetty will work with Joe Fera to develop this presentation.

Ridding Process-CM Shea will present and CM Hume will review the presentation before the January Council meeting.

Input for 04-05-CM Sallee will follow up with the Evaluation Committee Co-chairs about having them come to the next planning Committee meeting and they presenting the information at the January Council Meeting.

HRSA program guidance-This is to remind the Council of the HRSA program guidance. Joe Fera will check to see if Lorenzo Taylor could prepare something for this topic or if HRSA already has recommendations or a presentation on disk. If not, then CM Shea will present this and Laura Thomas will be asked to assist in the presentation. CM Hicks will review the presentation before the January Council Meeting.

10. Revise Prioritization Calendar

CM Sallee suggested the Committee determine a date of the prioritization meeting. CM Sallee stated a motion to move the July meeting to June and then have two meetings in May and June, with the second June meeting being the prioritization meeting and then take off the month of July, including all committee meetings being off. CM Shea seconded the motion. The Committee voted, five members were in favor of the motion and three members were opposed to the motion. The motion did not pass.

CM Hume mentioned that fact that Council Members to not agree to two meeting a month when they apply for membership to the Council. The Committee discussed having two meeting in a month and possible dates for the prioritization meeting.

CM Sallee stated a motion to hold the eight-hour meeting in the fourth week of July, holding two meetings in June. The motion was seconded and the committee voted all in favor of the motion.

11. Next Meeting Date & Agenda Items

The next Planning Committee meeting will be on January 13, 2003 from 3:30-5:30 p.m. Possible agenda items for next meeting include:

- Standard for all coming meetings include- review of last Council Meeting, planning for the next two Council Meetings
- Determine when Young Positives Needs Assessment Project present their results to the Council
- Calendar results of the Bayview-Hunter's Point study and get a progress report

The meeting was adjourned at 5:31 p.m.

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 — Planning Committee Draft Agenda
 Tuesday, January 13, 2003 2004
 25 Van Ness Ave., Room 330 B
 3:30 p.m. – 5:30 p.m.

	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for December 9, 2003 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	Prioritization Process- Consultant's Presentation <i>Mr. John Golenski will preset his proposal to work with the Council in creating a process to incorporate the Shared Values and Vision into prioritization process.</i>	Group	3:50
7.	Prioritization Process Proposal Discussion - VOTE <i>Committee discussion and vote on adopting the proposal from Mr. Golenski for the prioritization process.</i>	Group	4:30
8.	Review Preparations for January Council Meeting <i>Review preparations and presenters for the January Council Meeting.</i>	Group	4:45
9.	Young Positives Project <i>Discuss when to present the Young Positives Project results to the full Council.</i>	Group	4:55
10.	Bayview –Hunter's Point Project Update <i>Update on the progress of the Bayview-Hunter's Point project and discussion on when to calendar the results of the project.</i>	?? DPH	5:00
11.	Three Year Plan Discussion <i>Discuss the revision, monitoring and updating of the Three Year Plan in the Planning Committee.</i>	Group	5:10
12.	Next Meeting Date & Agenda Items	Group	5:25

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Tuesday, January 13, 2003 2004
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

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Committee Members Present: John Conley, Bill Blum, George Simmons, Margot Antonetty, Lara Sallee, Susan Shea

Committee Members Absent: Mary Lawrence Hicks

Council Members Present: Brad Hume, Don Soto, Joe McMurray

Others Present: Leah Crask (Council Assistant), Laura Thomas (Continuum), John Golenski (Institute for Ethics and Health Policy), Naomi Prochovnick (Continuum)

1. Introductions

2. Review/Approve Agenda

The agenda was amended to take out agenda item 10, Bayview – Hunter's Point Project Update, and add the Evaluation Committee recommendations. The agenda was then approved by consensus.

3. Review/Approve Minutes

The minutes from December 9, 2003 were approved by consensus.

4. Announcements

Laura Thomas announced that there was a demonstration today (January 13, 2004) at the government building. This was event was regarding the potential cuts in ADAP. There was a very good turn out and more demonstrations are being planned for San Francisco and Sacramento. She encouraged everyone to participate.

Council Member (CM) Shea mentioned there is a community think tank coming together made up of providers and consumers who are trying to come together and assist the Planning Council and the AIDS Office in restructuring the health care system in the midst of reduced funding. The group is trying to form a parallel process with the Council and Council Members will be invited to attend. Susan Shea and Mark Cloutier are planning this group and they are going to put in a planning grant with the San Francisco Foundation for logistical help.

5. Public Comment

There was no public comment.

6. Prioritization Process- Consultant's Presentation

John Golenski presented his proposal for consulting with the Council through the prioritization process. He proposed assisting the Council in developing the prioritization process, incorporating consumer input and developing some health outcome measures.

He made an estimate on the number of hours which might be involved. The hours listed on the proposal include only the face-to-face hours involved in the project.

The Committee asked questions regarding the proposal and discussed the project in further detail with Mr. Golenski. It was also mentioned that the methodology developed could be used in future prioritizations without the guidance of a consultant. Mr. Golenski mentioned he would be willing to negotiate costs.

7. Prioritization Process Proposal Discussion - VOTE

The Committee discussed the prioritization proposal. Council Support agreed to get verification from Shanti regarding the budget for the projected total costs. CM Blum stated a motion to forward the prioritization proposal from Mr. Golenski to the Full Council, including a revision leaving out the hourly rates and explaining the project in more detail. CM Sallee seconded this motion. The Committee voted all in favor of the motion. CM Antonetty agreed to contact Mr. Golenski and request the budget changes and more details around consumer input. Council Support agreed to write a cover letter, which CMs Antonetty and Blum will review, mentioning the positive points of the project. This letter will be attached to the proposal for the Council mailing. CM Blum will present the proposal at the Full Council meeting with the support of the Committee.

CMs Hume and McMurray asked to be added to the Planning Committee emails.

8. Review Preparations for January Council Meeting

The Committee reviewed who was presenting for the January Council Meeting. Laura Thomas was asked to present the system of care in San Francisco. The Committee gave her more clarity on the idea behind the presentation. Laura agreed to present the major funding streams in SF, she asked CM Antonetty to explain the housing services in SF.

Council Support agreed to ask CM Allgaier to review his power point presentation for the Full Council Meeting and make some of the language more accessible.

The Committee discussed information for HIV Health Services coming to this Committee versus the Infrastructure and Policy Committee (I&P). The rebidding process is now going to be housed in the I&P Committee.

9. Young Positives Project

Laura Thomas explained the Young Positives project. The Committee discussed when to have the results presented to the Full Council. CM Antonetty motioned to have the presentation at the February Council Meeting. CM Hume seconded the motion. The Committee discussed the motion. The Committee voted on the motioned and the motion did not carry.

CM Shea stated a motion to have the presentation reviewed at the Community Outreach and Advocacy (COA) Committee. Then the COA Committee can decide whether or not to forward the presentation to the Full Council. The Committee agreed with this motion.

10. Bayview –Hunter’s Point Project Update

CM Shea mentioned she spoke with HIV health Services regarding this project and they are just beginning the project so there is nothing to report at this time.

11. Three Year Plan Discussion

CM Blum explained this Committee is going to work on the Three Year Plan (TYP) and this was agreed upon at the joint meeting with the I&P Committee. CM Shea mentioned the TYP should be incorporated into the prioritization process. CM Blum asked the Committee members to review the TYP, specifically the goals and objectives for the February Committee meeting.

12. Next Meeting Date & Agenda Items

The next meeting will be on February 10, 2004.

The meeting was adjourned at 5:24 p.m.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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Committee
Membership Committee | Planning Committee | Steering Committee

- San Francisco
HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, February 10, 2004
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for January 13, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Prioritization Consultant <i>The Committee will discuss with John Golenski prioritization activities.</i>	Group	3:50
7. Discuss January Council Meeting Presentations <i>Discuss the prior month's prioritization presentations at the Full Council Meeting.</i>	Group	4:30
8. Preparations for February Council Meeting <i>Prepare presentations and time needed for the February Council Meeting.</i>	Group	4:45
9. Three Year Plan <i>The Committee will discuss updating the Three Year Plan (TYP) and incorporating the TYP into the prioritization process.</i>	Group	4:55
10. Next Meeting Date & Agenda Items	Group	5:25

Mission Statement: The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.

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San Francisco

HIV Health Services Planning Council

Planning Committee Minutes

February, 11, 2004

25 Van Ness Ave., Room 330 B

3:30 p.m. – 5:30 P.M.

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Committee Members Present: Margot Antonetty, William Blum, John Conley, Lara Sallee, Susan Shea, George Simmons

Council Members Present: Randy Allgaier, Joe McMurray, Charles Siron, Don Soto

Council Staff: Leah Crask, Deborah Kingori

Others Present: Naomi Prochovnick (Continuum), Mike Smith (AEF), Richard Zeller (HHS)

1. Introductions

2. Review/Approve Agenda

65 The agenda was approved.

3. Review/Approve Minutes

4 The Minutes for the January 13, 2004 meeting were approved.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Prioritization Consultant

The topic of discussion was the consultant process. John Golenski shared his work plan and consultation timeline with the Planning Committee. He asked for agreement and approval to begin the process of obtaining information. In a telephone conversation with Bill and Susan, there was a discussion of accessing information from three sectors:

i. Department of Health Services directly

- Begin with Michelle Long Dixon, Jimmy Loyee, and Norm Nickins (on conflict of interest issues), Russ Zellers, Mitch Katz

ii. Agencies who are the presumed clients of the Council

- Laura Thomas, co-chairs of HIV Providers Network and their executive committee and their additional providers (particularly those not in the network)

iii. General public -- consumer input

- It was suggested to have an open forum with structured questions to which the public could respond. According to CM Sallee, that would need to be coordinated with Community Outreach and Advocacy. John Golenski mentioned that benchmarking is a set of activities done to find out what similar councils in the country do to make their prioritization decisions. John Golenski wants to know what criteria HRSA expects councils to use. CM Shea feels the need to be mindful that the AIDS Office needs to know as soon as possible what data is needed from them. Subcategories need to be discussed. CM Shea asked how to get the right data needed to make the right decisions, without compromising conflict of interests. She feels that this issue should be discussed with Michelle Long Dixon. This Committee needs to focus on Reggie & Epi Surveillance data. CM Thomas said that the purpose of Epi Surveillance is to meet the requirement to understand what the epidemic looks like to the EMA. It covers AIDS cases, demographics of AIDS cases, some information about health insurance status, housing status,

information about AIDS ethnicity, gender, age, transmission, epidemic maps, etc. Reggie is focused on the people who are using physician care. That also includes the same demographics. Last year, information wanted was additional detail on the providers. Another area that was looked at was duplication of services. In addition, information was gathered on primary medical care that people were getting from sources other than care Title I funding. CM Shea is interested in understanding the data that the Planning Committee is getting and its usefulness in prioritization. She asked how it is of use to the Council. CM Sallee supports with sticking with last year's format and having it updated. Russ Zellers wanted to know whether additional information is needed about the ISP clients. CM Allgaier stated that if one looks the Reggie data as it relates to the whole system of care and the care services within that, then one gets a better context of the entire system of care and with CARE's placement within that. It is important to look at the changes and shifts. The Committee made general comments about Reggie. CM Shea made a motion to ask Reggie to provide the same data points that they provided last year and ask them to show all sources of payers and then show what CARE is paying for in each subcategory. Epi will be done first (in March) and Reggie second (in April). The motion was withdrawn.

CM Shea made a new motion to request Epi and Surveillance data similar to last year, except it should include any new data from the HIV reporting. This will state what is going on and will help find the glitches. The Committee voted in favor of the motion.

Either a small group or the whole committee could preview the Epi and Surveillance data before the March Council meeting. It was decided that the information would go to the smaller group to make changes for the full Council.

Catherine Geanuracos will be doing pre training on statistical analysis. There was a motion to make this a part of the prioritization calendar. The motion was approved. Council Support will arrange with CM Geanuracos to schedule the training before the March 22 Council meeting.

7. Discuss January Council Meeting Presentations

CM Allgaier mentioned that the Evaluation Committee developed a template on what it is doing. A report on the findings will be done on a quarterly basis to Planning and then be incorporated into the larger evaluation of the entire prioritization process. The Committee discussed thoughts on the feedback mechanism for the rebidding and prioritization process. CM Shea asked why the Department's money is not going out to bid. She feels that an answer to this question should be provided by the Steering Committee. It was decided to ask Infrastructure and Policy to give a brief report of the rebidding process at the beginning of every full Council meeting in addition to what the HIV Health Services Council is doing.

8. Preparations for February Council Meeting

The three topics for the February Council meeting are the ISM Definition, Severe Need Definition, and Rebidding Process.

• ISM Definition

CM Sallee thinks this topic should be presented to the Full Council by first defining ISP and then discussing why it was changed to ISM. She also feels that there should be an explanation of the work group. CM Allgaier feels that the presentation should also give a history of how the process was developed.

There was a motion for CM Hume to do presentation. The Committee agreed upon this.

There will be 20 minute allotted for the proposal and 30 minutes for discussion. All were in favor.

• Severe Need Definition

According to CM Shea the goal is to clean up the Severe Need Definition that was sent to Infrastructure and Policy. It is the role of the Planning Committee to lead a discussion about severe need and then

come to an agreement of how to define severe need for the 2005/2006 Prioritization. The definition of severe need is reviewed annually. An hour is needed for this topic.

- Rebidding Process

The rebidding process was already discussed and it will be brought to the Steering Committee meeting. It will be asked if Infrastructure and Policy can give a report at the beginning of Council meetings.

9. Three Year Plan

The Planning Committee is responsible for the Three Year Plan. We are already in year 2 of the plan. Please review the handout. The Evaluation Committee will evaluate the goals of this plan. CM Booker is working on this project. The assessment will be done in March. The Planning Council will do the Three Year Plan in April.

10. Next Meeting Date & Agenda Items

- Thursday, March 11, 2004
- To review the timeline and other documents necessary for prioritization with John Golenski.

The meeting adjourned at 5:00 P.M.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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San Francisco
HIV Health Services Planning Council
Planning Committee Draft Agenda
Thursday, March 11, 2004
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for February 10, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Update on Funding Cuts <i>HIV Health Services will give a brief update on the Title I funding cuts.</i>	HIV Health Services	3:50
7. Prioritization Consultant <i>The Committee will review with John Golenski the prioritization activities (timeline, documents, handouts, etc).</i>	Group	4:00
8. Discuss February Council Meeting Presentations <i>Discuss the prior month's prioritization presentations at the Full Council Meeting.</i>	Group	5:00
9. Preparations for March Council Meeting <i>Prepare presentations and time needed for the March Council Meeting.</i>	Group	5:10
10. Development of Committee Policies and Procedures <i>The Committee will discuss developing a Planning Committee Policies and procedures document.</i>	Group	5:15
11. Next Meeting Date & Agenda Items	Group	5:25

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730 Polk Street San Francisco, CA 94109*

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*- San Francisco***HIV Health Services Planning Council****Planning Committee Minutes****Thursday, March 11, 2004****25 Van Ness Ave., Room 330 A****3:30 p.m. – 5:30 p.m.**

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George Simmons

Committee Members Absent: Margot Antonetty**Council Members Present:** Charles Siron**Council Staff:** Leah Crask, Deborah Kingori**Others Present:** Patrick Monette-Shaw, Naomi Prochovnick (Continuum)**1. Introductions****2. Review/Approve Agenda**

The agenda was approved.

3. Review/Approve Minutes

The February 10 Minutes will be ready for approval at the next Planning Committee meeting.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Update on Funding Cuts

HIV Health Services was supposed to give brief update on the Title I funding cuts.

There were no updates at this time. Leah Crask explained that if HIV Health Services did not show up it meant that there was no change and the list of exact providers and contacts was not released.

7. Prioritization Consultant

The Committee reviewed with John Golenski the prioritization activities, including the timeline, documents, and handouts. For the March meeting, John Golenski proposed the actual calendar for exercises and will describe the content and walk the Planning Committee through the first one in the early April meeting. At the April meeting, he wants to get approval on the prioritization schedule from the Council. John Golenski mentioned the budget cuts for the current year. The Title I budget cut starts in July. John Golenski wants feedback. For a prioritization exercise, he suggested using the budget that is currently cut. The exercise is not a decision process- it is a training exercise. The Committee discussed whether it would be best to use the budget that is currently being cut or to use last year's prioritization for the exercise. The purpose of the exercise is to look at a historical event and see how the outcome would differ, if another method were used. The Committee did not agree upon either exercise.

Public Comment:

Patrick Monette-Shaw commented that he does not understand how a new methodology can be used to restore funds for this year. He feels it is unethical. He said that the Care Act specifically says that if funds are not being spent expeditiously, prioritization is supposed to be reopened.

John Golenski suggested role-playing with Washington or Boston since the mix of services will be similar.

He also suggested discussed about the county level or state level health services that use similar kinds of services, but with different populations served. A possible exercise is to prioritize the budget for state health services with specific categories of services. John Golenski asked if it would be reasonable to use the prioritization process that would use that would involve the health committee and state legislature, as a learning exercise.

John Golenski suggested that in the full meeting of the April Council doing an exercise using the same broad categories of service areas with some data about populations served to get some notion of the impact and large blocks of cost. This will not be HIV AIDS services, but the general health services for the state. This will be the broad budget for public health, the broad budget for Medicaid, and the broad budget for prevention. The exercise will involve going through a prioritization, using our method with those pieces of material, just to learn the method. This suggestion became a new motion. Most were in favor.

8. Discuss February Council Meeting Presentations

The Committee discussed the prior month's prioritization presentations at the Full Council Meeting. The Committee briefly discussed the ISM and severe need definition. CM Durio felt that the group was divided on severe need. He feels that the group has no direction. CM Shea felt that this topic should be scratched from the agenda. According to Leah Crask, the meeting was well received since it gave members a chance to talk and express their opinions. CM Simmons feels that the definition of severe need has not been changed in two years. He feels that parameters need to be set about what is considered to be severe need is and who that is income. No one wants to deal with it and it should be a priority.

Public Comment:

Patrick Monette-Shaw commented that the 4 million dollars lost was a direct result of the Council haggling over the definition of severe need.

Naomi Prochovnick also commented about the discussion about ISM and severe need discussion. She felt that she heard from certain Council members for the first time and that the conversation was lively.

9. Preparations for March Council Meeting

The Committee prepared presentations and time needed for the March Council Meeting. According to CM Shea, the Council has a definition of both ISM and severe need. This was a beginning conversation rather than coming to the Committee and saying here is a motion to change this because it is not our job at this committee. It is the Infrastructure and Policy Committee. They came forward and said to leave things the way they are. While the definitions exist, the committee wanted to discuss how these are used in prioritization. When one looks at the Epi data, African Americans again come up as the most needy in the city. Will that change the methodology? According to John Golenski, the epidemiological data will be available in the next couple of weeks. He is under the assumption that the two definitions will be revised and usable because they will be important in the prioritization process. When he thinks about the severe need definition, he thinks about looking at the different populations and demographic information. The Severe Need Definition overlaps with the Integrated Service Model. Although they overlap, they must be concretely defined. They should be done in light of the information on populations served. Even if the new data is similar, it is important to look at it. CM Siron requested a joint meeting with Infrastructure and Policy and Planning. There was a motion for a joint meeting that will be attended by John Golenski. His meeting will be done in April after the data is obtained from Reggie. A Reggie preview will be presented at the joint meeting.

Public comment:

Patrick Monette-Shaw commented regarding the Outreach meeting. He felt that the brochure is misleading since it makes no mention of defining severe need. He feels that the Council needs to be ethically upfront about the people that it reports to serve. People should know how this process works.

The motion was stated again before the actual vote took place. The Reggie preview will be in April at the joint meeting between Planning and Infrastructure and Policy. Planning will have a separate meeting as well. There will be three meetings in April.

1. Planning meeting
2. Joint meeting between Planning and Infrastructure and Policy
3. Infrastructure and Policy meeting

The joint meeting is an additional meeting. The Committee voted all are in favor of the motion.

The Committee continued to discuss the Reggie presentation.

Public Comment:

Patrick Monette-Shaw commented about CM Shea's effort that he is familiar with writing queries in Microsoft Access and it is not a tiny effort. Secondly, if providers are required to identify which of their clients are severe need, half of them will more than likely judge them.

Naomi Prochovnick made a suggestion on data gathering to meet with Steve Solnit and talk to him about conceptual needs, rather than what reports Reggie may or may not produce. Let him figure out what either is in place now, or could be put in place. He is familiar with the data and could offer information. To find out where people are getting their care and where they live, collect from provider's different geographic areas (zip codes).

Council Support will contact Reggie staff and request that that the Planning Committee needs the same set of data points that were requested last year.

The Committee discussed March presentations for the full Council. The Ryan White Care Act is on the agenda for the March meeting. According to John Golenski, Community Outreach is putting together a meeting to get input from providers. The meeting will be scheduled in May and will be held in the Civic Center/Tenderloin Area. It will be presented in June, possibly in the Bill Graham Auditorium, Library, or YMCA—John Golenski will be participating. CM Shea requested that John Golenski explain how consumer and provider information will be brought to the Committee in the coming months.

According to CM Saltee, the Mayor's Office offered to come to the next Council meeting and address the reality in the city of the shrinking budget. They will only speak about the city funds that will be cut and the cuts that they know will affect the city with other federal sources.

The next topic was Epi surveillance data. According to Council Support, the Epi team knows that they are doing a presentation and a preview of this is being planned for interested Committee members. The date is Tuesday, the 16th at 5:00 P.M.

Currently, the Core Service Definition is the top eleven. The Committee needs to determine whether to maintain the existing core services as the existing top eleven, or any changes. This does not affect the entire twenty-nine categories—it just preserves the top eleven.

CM Shea made a motion to move the Core Services Definition meeting to April. The motion was approved. The April Planning meeting will have a large amount of time allotted to go through the

methodology exercise to answer around core services so Planning can come up with a recommendation.

10. Development of Committee Policies and Procedures

This agenda item was skipped due to time constraints.

11. Next Meeting Date & Agenda Items

- Item 10, Development of Committee Policies and Procedures, will be on the next agenda. The Committee will discuss developing a Planning Committee Policies and Procedures document.
- The Steering meeting on Monday March 15 will be held in the Castro at the Metropolitan Community Church.

12. Adjourned

The meeting adjourned at 5:30 P.M.

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HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, April 13, 2004
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for February 10, 2004 and March 11, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Prioritization Exercise <i>The Committee will preview the prioritization activity before the Full Council meeting.</i>	John Golenski	3:50
7. Report back on Research from other EMAs <i>John Golenski will report back on his research regarding the Prioritization processes of other EMAs .</i>	John Golenski	5:05
8. Preparations for April Council Meeting <i>Prepare presentations and time needed for the April Council Meeting.</i>	Group	5:20
9. Prioritization Meeting <i>Discuss possible locations for the July Prioritization meeting.</i>	Group	5:25
10. Next Meeting Date & Agenda Items	Group	5:29

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HIV Health Services Planning Council

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JOINT Planning Committee and Infrastructure & Policy Committee Draft Agenda

Tuesday, April 13, 2004

25 Van Ness Ave., Room 330A

5:30 p.m. – 7:00 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Announcements	Group	5:35
4. Public Comment	Public	5:37
5. Review Reggie Presentation	Reggie Staff/Group	5:40
<i>The Committees will review the Reggie Presentation and recommend changes for the Full Council meeting presentation.</i>		
6. Discuss/ Update the Severe Need Definition	Group	6:20
<i>The Committees will discuss updating and changing the Severe Need Definition.</i>		
7. Next Steps	Group	6:55

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 HIV Health Services Planning Council
 Planning Committee Draft Agenda
 Tuesday, May 11, 2004
 25 Van Ness Ave., Room 330 B
 3:30 p.m. - 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for April 13, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Review of Summary Sheets <i>Russ Zellers (HIV Health Services) will present the summary sheets for this year to the Committee.</i>	Russ Zellers	3:50
7. ISM Advisory Group Recommendations <i>Randy Allgaier, Co-chair of the ISM Advisory Group, will present the groups recommendations for the Department of Public Health set aside dollars.</i>	Randy Allgaier	4:05
8. Progress Updates <ul style="list-style-type: none"> <i>Consumer Forums: update on format and questions being asked</i> <i>Core Services definition discussion</i> <i>ISM definition update</i> <i>Needs assessment of people out of care = John Connelly</i> <i>Funding scenarios discussion = how will we handle this with John Golenski</i> <i>Eligibility discussion = how to add into the July discussion</i> 	Group	4:20
9. Discuss April Council Meeting Presentations <i>Discuss the prior month's prioritization presentations at the Full Council Meeting.</i>	Group	4:40
10. Preparations for May Council Meeting <i>Prepare presentations and time needed for the May Council Meeting.</i>	Group	4:50
11. Prioritization Documents <i>Discuss the documents needed for the July Prioritization meeting.</i>	Group	5:10
12. Next Meeting Date & Agenda Items	Group	5:25

***Mission Statement:** The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in **DRAFT** form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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HIV Health Services Planning Council**Planning Committee Draft Agenda****Tuesday, May 11, 2004****25 Van Ness Ave., Room 330 B****3:30 p.m. – 5:30 p.m.**

Committee Members Present: John Conley, William Blum, George Simmons, Don Soto, Lara Sallee, Margot Antonetty,

Committee Members Absent: Susan Shea

Other Council Members: Charles Siron, Randy Allgaier, Laura Thomas

Council Support: Leah Crask, Kari Orvik

Others Present: Naomi Prochovnick (Continuum), Michelle Long Dixon (HIV Health Services), Russ Zellers (HIV Health Services)

1. Introductions**2. Review/Approve Agenda**

The agenda was approved.

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3. Review/Approve Minutes

There were no minutes from the April 13, 2004 meeting to review/approve.

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CM Blum announced that the Bay Area Reporter published an article about the Council. Council Support announced the joint I&P meeting on Thursday, May 13, from 3:30 to 5:30pm.

5. Public Comment

There was no public comment.

6. Review of Summary Sheets

Russ Zellers (HIV Health Services) presented a draft of the service category Summary Sheets. The Committee discussed the category of key point of entry. CM Thomas recommended taking out the key point of entry category, as it was a HRSA issue, not necessarily a Planning Council issue. Russ Zellers stated it was useful information for grant applications. CM Blum added that keeping the category was a useful way to give an overview of care without naming specific agencies. CM Soto stated he found the extra information helpful. CM Blum will recommend to CM Shea that this issue be discussed further at the next meeting.

7. ISM Advisory Group Recommendations

CM Allgaier presented an update from the ISM Advisory Group about their recommendation for the DPII set aside dollars. See attachments from the presentation. CM Allgaier stated that the group voted 18-2 in favor of recommending that all set aside dollars for primary care be put out to bid together to ensure that the largest pot of money be made available for the best services and providers. CM Allgaier stressed that the ISM Advisory group is only making a recommendation, it is not taking any action on this issue.

CM Sallee stated that the issue will be discussed in all the committees, then a recommendation will come from the Steering Committee and eventually be taken to the full Council meeting.

CM Simmons expressed concern that Council members did not have enough information to make a recommendation.

CM Conley also expressed concern regarding the recommendation.

CM Sallee reported that the Co-chairs had met with Jimmy in the AIDS office and there is a possibility the Council will recommend a change.

CM Simmons requested that the Committee be given a full report on ISM activities from the Co-chairs. No action was taken on this issue.

8. Progress Updates

? Consumer Forums: update on format and questions being asked

Leah Crask announced that the Outreach and Advocacy Committee would be reviewing outreach questions at their next meeting for the Community Forum on May 20.

CM Allgaier expressed concern that ISM issues would be discussed at the Community Forum, but there was no mention of ISM on the flyers publicizing the event.

- Core Services definition discussion

This issue was postponed until CM Shea returns.

- ISM definition update

CM Sallee asked if ISM categories would be weighed higher than non-ISM categories in prioritization.

CM Allgaier stated the need to clarify the severe need definition.

- Needs assessment of people out of care = John Conley

Ling Hsu will present handouts on the unmet needs project, but needed volunteers to review the handouts before presenting to the full Council. CM Sallee, CM Antonetty, CM Simmons and CM Soto volunteered to hear the presentation.

- Funding scenarios discussion = how will we handle this with John Golenski

John Golenski will hold a conference call on Fridays. Discussion on the issue was postponed until CM Shea's return.

- Eligibility discussion = how to add into the July discussion

The Committee discussed eligibility for CARE services and whether the current eligibility requirements will continue. CM Blum recommended that the Committee continue this discussion at future meetings.

9. Discuss April Council Meeting Presentations

The Committee discussed the prior month's prioritization presentations at the Full Council Meeting. CM Thomas recommended putting the issue of prioritization on next month's agenda. CM Shea will give background on services and providers.

10. Preparations for May Council Meeting

The Committee discussed preparations for the May full Council meeting.

The tentative agenda would allow 35 minutes for the Reggie Data Presentation, part 2. 60 minutes will be allotted to John Golenski's exercise on defining severe need. 5-10 minutes will be allotted to an ISM update.

The Conflict of Interest Training will be moved to the second June Council Meeting.

11. Prioritization Documents

The Committee discussed the documents needed for the July Prioritization meeting. It was proposed to schedule a joint meeting with the Prevention Council. Leah Crask read the minutes from last year's Prioritization meeting. See attached handout.

CM Sallee made a motion to have information at the next meeting on all service subcategories, including those that have been defunded, in order to better understand the data on the summary sheets.

CM Allgaier seconded the motion.

CM Conley opposed the motion.

Council Support offered to work with the AIDS office to update decision matrix.

The Committee voted all in favor of the motion.

12. Next Meeting Date & Agenda Items

Thomas suggested scheduling a tentative second meeting in June on Tuesday, June 22 if the Committee was not able to finish everything during the first June meeting.

The meeting adjourned at 5:20pm.

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[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

San Francisco

HIV Health Services Planning Council
JOINT Planning Committee and Infrastructure & Policy Committee Draft Agenda
Thursday, May 13, 2004
25 Van Ness Ave., Room 330A
3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:33
3. Announcements	Group	3:35
4. Public Comment	Public	3:37
5. Agreement about Task: Roadmap for Determining Severe Need Definition for Upcoming Prioritization	John Golenski/Group	3:40
6. Determining Elements of Definition <i>The Committees will determine the elements of the Severe Need Definition.</i>	Group	4:00
7. Constructing the Roadmap <i>The Committee will begin to construct how to utilize the Severe Need Definition by creating a roadmap.</i>	Group	4:30
8. Implementation Strategy for Council Prioritization Group <i>The Committee will discuss how to implement this roadmap during the prioritization process.</i>		5:10
9. Adjournment	Group	5:30

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 = Planning Committee Draft Agenda
 Wednesday, June 9, 2004
 25 Van Ness Ave., Room 330 A
 4:00 p.m. - 5:30 p.m.

	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	4:00
2.	Review/Approve Agenda	Group	4:02
3.	Review/Approve Minutes <i>Approve Minutes for April 13 and May 11, 2004 Meeting.</i>	Group	4:05
4.	Announcements	Group	4:10
5.	Public Comment	Public	4:15
6.	Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	4:20
	• ISM Discussions (Randy Allgaier)		
7.	Review June Council Meeting Activities <i>John Golenski will review the severe need discussion for the June 28th meeting and take the committee through a preview of an exercise for the June 14th Council Meeting.</i>	John Golenski/ Group	4:30
8.	Planning Prioritization Retreat <i>John Golenski and the group will discuss the design of the prioritization retreat.</i>	John Golenski/ Group	5:00
9.	Discuss May Council Meeting Presentations <i>Discuss the prior month's prioritization presentations at the Full Council Meeting.</i>	Group	5:15
10.	Preparations for June Council Meetings <i>Prepare presentations and time needed for the June Council Meetings, June 14th and June 28th.</i>	Group	5:18
11.	Next Meeting Date & Agenda Items	Group	5:25

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**HIV Health Services Planning Council
Planning Committee Draft Minutes
Wednesday, June 9, 2004
25 Van Ness Ave., Room 330 A
4:00 p.m. – 5:30 p.m.**

Committee Members Present: William Blum, John Conley, Don Soto

Other Council Members Present: Randy Allgaier, Charles Siron, Joe McMurray, Laura Thomas

Council Support present: Leah Crask, Kari Orvik

Others present: John Golenski, Russ Zellers (AIDS Office), Mike Smith (AIDS Emergency Fund)

1. Introductions

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2. Review/Approve Agenda

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The agenda was reviewed and approved by consensus.

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3. Review/Approve Minutes

The minutes for the May 11, 2004 meeting were reviewed and approved by consensus.

4. Announcements

Russ Zellers handed out the service subcategories summary sheets which are almost complete. Any Council members with comments or questions should call him this week. Russ Zellers will e-mail to interested Council members the information that is difficult to read on the xeroxed handouts.

5. Public Comment

There was no public comment.

6. Steering Committee Update

• ISM Discussions (Randy Allgaier)

CM Allgaier presented two handouts concerning the history to-date of ISM and the recommendations of the ISM Advisory Group. The two purposes of the group are to make recommendations to the Council to develop this service sub category, and to develop with DPH standards of care. The Group's first recommendation was to put all money for primary care out to bid together, so that the best qualified providers would be able to bid against one another to get the best system of care. The second recommendation was to find target populations for ISM's. The Group aims to develop with the Council a definition consisting of cumulative categories of severe need. CM Allgaier reported on two more recommendations from the Group: ISM is now to be called Centers of Excellence to signify HIV as a chronic illness. Also, Centers of Excellence will use ISM's guiding principles as a base. The Group hopes to shift from acute care to chronic disease management in order to find creative ways of blending funding streams in a time of funding shortages.

CM Conley expressed concern that the recommendations might destabilize a relatively good existing system of primary care. DPH is currently a provider of last resort and turns no one away. Should funding leave DPH, CM Conley is concerned that people will fall through the cracks. He states that money disbursed through DPH commands more federal and state attention than it would through non-profits, which results in faster and better service for clients.

Mike Smith advocated for an incremental fashion of transitioning to Centers of Excellence and expressed concern about putting too much of resources into private organizations.

CM Allgaier maintained that the Centers of Excellence were the best ways of implementing collaborations and ensuring fiscal responsibility and standards of care.

Russ Zellers stated that the official stand of DPH is that the Department's funds will not go out to bid. He does not yet know how the recommendation will affect the official stand.

CM Allgaier stated he will bring to the Steering Committee a formal proposal concerning the ISM Advisory Group's recommendation.

CM Hume reported back from the last Steering Committee meeting. The Steering Committee reviewed 3 budget proposals for restructuring Council Support and concluded that it would stay at the same level of funding for this contract year. The Council will revisit the issue shortly after prioritization. A job announcement for Council director will go out this week.

The Steering Committee also voted to accept the Grantee Assessment proposal, to be conducted by Pat Dunn. CM Hume urged Council members and service providers to fill out the survey, preferably on-line. Committee Co-chairs will give a brief summary regarding these surveys to their home committees.

7. Review June Council Meeting Activities

John Golenski reviewed the severe need discussion for the June 28th meeting, emphasizing the distinction between eligibility and the definition of severe need, which includes special populations that might have specific needs. Mr. Golenski previewed an exercise which he hopes to present to the June 14th full Council meeting. The exercise would focus on prioritizing secondary services and deciding whether or not to incorporate them into primary care.

CM Allgaier stated the problem of whether to protect a core service for a larger group of people, or to protect an array of services for fewer people.

Mike Smith commented that some of the cuts in the second and third tiers could have a ripple effect on the first tier.

CM Conley stated that medical care has the best chance of finding alternate funding streams. If secondary services are cut, such as housing, there is no state law demanding that housing be provided, which allows for people to start falling through the cracks.

Mike Smith suggested providing the Council with data from the HAPN meetings. Mr. Smith would like a proposal to go through the Steering Committee to have a HAPN executive present data information to the full Council.

8. Planning Prioritization Retreat

John will submit a written proposal to the Planning Committee for the design of the prioritization retreat.

9. Discuss May Council Meeting Presentations

The Committee discussed the prior month's prioritization presentations at the Full Council Meeting. CM Hume commented that there was not enough time to discuss the second half of the Reggie Presentation, which is important for making informed decisions during prioritization.

10. Preparations for June Council Meetings

The Committee discussed preparations for presentations at the two June Council meetings on June 14th and June 28th. CM Thomas reported that Ling and Sandy Schwartz, who are completing a presentation about HRSA requirements to measure unmet need, will be asking the Council for money to complete the

report.

Russ Zellers will do brief 10-minute introduction of the service subcategory summary sheets, but stated he does not have the manpower to make a slideshow presentation. John Golenski offered that a member of the HAPN committee could come up with a presentation of the summary sheets.

11. Next Meeting Date & Agenda Items

The next meeting will be June 22, 2004 from 3:30-5:30pm.

The meeting adjourned at 5:40 pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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 = HIV Health Services Planning Council
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 Tuesday, June 22, 2004
 25 Van Ness Ave., Room 330 A
 3:30 p.m. – 5:30 p.m.
 (Note : this is an extra committee meeting)

	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for April 13 and June 9, 2004 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i> <i>ISM's</i> <i>Severe need</i>	Co-chairs	3:50
7.	Review Prioritization Content <i>a. Review list of topics and evaluate where we are in content presentations.</i>	Co-chairs	4:00
8.	Task Force for Documents at Prioritization <i>Discuss creating a taskforce to go over writing up summaries of each of the important documents for the prioritization meeting.</i>	Group	4:20
9.	Prioritization Meeting Agenda <i>The Committee will review the draft agenda for the prioritization retreat and suggest any changes.</i>	Group	4:35
10.	Prioritization Calendar <i>Review prioritization calendar.</i>	Group	4:55
11.	Preparations for June 28 th Council Meeting <i>Prepare presentations and time needed for the June 28th Council Meeting.</i>	Group	5:10
12.	Next Meeting Date & Agenda Items	Group	5:25

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**HIV Health Services Planning Council
Planning Committee Draft Agenda
Wednesday, June 22, 2004
25 Van Ness Ave., Room 330 A
4:00 p.m. – 5:30 p.m.**

Committee Members present: Susan Shea, William Blum, Don Soto, Laura Thomas, John Conley, Margot Antonetty, George Simmons

Other Council Members present: Charles Siron

Council Support present: Leah Crask, Kari Orvik

Others present: Naomi Prochovnik, Mike Smith, Russ Zellers

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

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3. Review/Approve Minutes

The minutes for the June 9, 2004 meeting were reviewed and approved.

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4. Announcements

CM Siron announced the Community Forum on June 29, 2004 at MCC in the Castro.

CM Blum announced that there is an opening for a housing case manager in Redwood City.

5. Public Comment

There was no public comment.

6. Steering Committee Update

CM Shea presented an update from the last Steering Committee meeting. Steering passed the Severe Need Definition with the updated income level, which is consistent with other state criteria. Steering also approved the use of the rollover funds according to the recommendations from the I and P Committee.

CM Allgaier reiterated that the goals of the Planning Council at Prioritization were to make suggestions about what services should be included in the ISM's infrastructure, how much money should go into the ISM's this year, and where that money should come from.

7. Review Prioritization Content

CM Shea gave an update on Prioritization projects. See handout. CM Shea will compile documents and summary sheets into a binder before Prioritization, and wanted Council Members to volunteer to summarize the documents. This binder will be especially helpful for all the new Council members who have not gone through Prioritization. John Golenski will help to relate the summary sheets to principles to provide a framework for analyzing data.

Russ Zellers and the ISM task force will try to put together summary sheets by July 6th.

Cm Blum suggested that in the future it would be useful to analyze data and compare San Francisco's units of service to other EMA's to determine cost-effectiveness.

8. Task Force for Documents at Prioritization

CM Shea delegated Council members to prepare one-page summary sheets. John Golenski will work on incorporating the Shared Values and Vision document into the values matrix. CM Antonetty will then review it.

CM Thomas, as a returning Council member, will emphasize 6 important items from the 3-year plan. Russ Zellers will give Leah Crask the budget for CARE I and II, along with other funding sources by July 6.

CM Shea will summarize funding scenarios.

The Community and Outreach Committee will provide summary sheets of the data from the Community Fora.

CM Shea and Leah Crask will send out a summary of the HRSA program guidance.

CM Blum expressed concern about the number of new Council members who have not attended many meetings. Leah Crask responded that all new members have mentors.

CM Siron and CM Soto will follow up with Council members to make sure they had received and understood their information packets by July 16th.

9. Prioritization Meeting Agenda

The Committee reviewed the draft agenda for the Prioritization retreat. See handout.

CM Blum and CM Shea will give an overview of goals and a quick review of Robert's rules.

Conflict of interest disclosure

Consumer and provider input

ISM discussion (John Golenski)

Ranking of subcategories

Allocation of dollars to subcategory (funding scenarios for level 10 (15-20% cut))

The Committee wanted to defer all other items unrelated to prioritization until the August Council meeting, including the nominations for Council Co-Chairs.

10: Prioritization calendar

The Committee reviewed the prioritization calendar.

11. Preparations for June 28th Council Meeting

The Committee discussed preparations for the June 28th Council meeting. CM Shea suggested spending a ½ hour at the June 28th Council meeting to go over the history, activities and goals of the ISM Advisory Group. Two hours will be set aside to discuss ISM's at Prioritization.

12. Next meeting date and agenda item:

The next meeting will be July 13, 2004.

The meeting adjourned at 5:00pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

- San Francisco

= HIV Health Services Planning Council
 = Planning Committee Draft Agenda
 Tuesday, July 13, 2004
 25 Van Ness Ave., Room 330 B
 3:30 p.m. – 5:30 p.m.

JUL 9 - 2004

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for June 22, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	3:50
7. Review Draft Prioritization Agenda <i>The Committee will review the draft prioritization meeting agenda.</i>	Group	4:00
8. Review Prioritization Facilitated Discussions <i>The Committee will discuss the conversations and decisions that John Golenski will facilitate at prioritization.</i>	John Golenski/Group	4:35
9. Logistics at Prioritization <i>The Committee will discuss the logistics of the prioritization meeting and documents needed at the prioritization meeting.</i>	Group	5:10
10. Next Meeting Date & Agenda Items	Group	5:25

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 730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office

25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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**HIV Health Services Planning Council
Planning Committee Draft Agenda**

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**Tuesday, August 10, 2004
25 Van Ness Ave., Room 330 B
3:30 p.m. - 5:30 p.m.**

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Blum	3:30
2. Review/Approve Agenda	Blum	3:32
3. Review/Approve Minutes <i>Approve Minutes for July 13, 2004 Meeting.</i>	Blum	3:35
4. Announcements	Blum	3:40
5. Public Comment	Public	3:45
6. Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	3:50
7. Review Supplemental Consulting Proposal-VOTE <i>The Committee will review the proposal from John Golenski to continue to work with the Council through August 2004. The Committee will vote to approve the proposal and forward it to the Steering Committee for final approval.</i>	John Golenski /Blum	3:55
8. August Council Meeting-VOTE <i>The Committee will put together motions for the funding scenarios and allocations for each category. This activity will be facilitated by John Golenski and the motions will be sent to Steering for vote.</i>	Co-chairs	4:00
9. Request Service Waitlist Information-VOTE <i>The Committee will discuss requesting service category wait list information from the Grantee as a part of the quarterly report. The Committee will vote on formally requesting this information from the AIDS Office.</i>	Co-chairs/Pearce/Hume	5:15
10. Next Meeting Date & Agenda Items	Group	5:25

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HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, September 14, 2004
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Co-chairs	3:30
2.	Review/Approve Agenda	Co-chairs	3:32
3.	Review/Approve Minutes <i>Approve Minutes for August 10, 2004 Meeting.</i>	Co-chairs	3:35
665 04	4. Announcements	Co-chairs	3:40
5.	Public Comment	Public	3:45
6.	Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	3:50
7.	August Council Meeting Review <i>The Committee will discuss the August 30, 2004 Council meeting and changes to make before the September meeting.</i>	Co-chairs	4:00
8.	Allocations Discussion and VOTE <i>The Committee will put together motions for allocations for each category to forward to the full Council in September.</i>	Co-chairs	4:15
9.	Funding Scenarios Discussion and VOTE <i>The Committee will put together motions for the funding scenarios to forward to the full Council at the September meeting.</i>	Co-chairs	5:05
10.	Next Meeting Date & Agenda Items	Group	5:25

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**HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday, September 14, 2004
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.**

Committee Members present: Susan Shea, Bill Blum, Margot Antonetty, Don Soto

Other Council Members present: Brad Hume, Anita Booker, John Conley

Council Support: Leah Crask, Kari Orvik

Others present: Dean Goodwin, Marguerite Heyward, Russ Zellers (HIV Health Services), Bill Hirsch (ALRP)

1. Introductions

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2. Review/Approve Agenda

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The Agenda was reviewed and approved.

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3. Review/Approve Minutes

The minutes from the August 10, 2004 Meeting were reviewed.

CM Blum clarified that under Announcements, CM Blum was requesting to change committees, not necessarily to join I and P, as that was under the purview of the Membership Committee.

With these changes the minutes were approved.

4. Announcements

CM Hume reported that the Membership Committee had made committee assignments, which would be announced at the full Council meeting.

5. Public Comment

Carla Wilson from Quan Yin Healing Arts Center asked the Council to consider fully funding complementary therapies. Quan Yin took 250 clients back into treatment after the backfill.

Mike Lunders also spoke for Quan Yin, stating that acupuncture was not a luxury for HIV positive clients.

Bartholomew Casimir explained concepts of Chinese medicine and its importance for those who suffer from side effects of neuropathy and Hepatitis C.

Bill Hirsch (ALRP) reiterated HAPN's proposal for the Council to adopt a funding scenario with a tiered reduction so that no service sub-categories are eliminated, in order that the system of care that maintain the widest array of services.

6. Steering Committee Update

The Co-chairs presented the monthly update of the Steering Committee activities and discussions, which pertained mostly to the September prioritization meeting.

7. August Council Meeting Review

The Committee discussed the August 30, 2004 Council meeting and changes to be made before the September meeting.

CM Blum encouraged Council members to speak constructively about what did and did not work during prioritization.

CM Conley commended the work of the Planning Committee, but expressed his disappointment about the prioritization process and its poor facilitation.

CM Antonetty expressed her confusion about why prioritization did not run more smoothly, given the

work of the Planning Committee and its co-chairs and the investment into a consultant. CM Antonetty was surprised at the lack of preparation by new Council members, and agreed with CM Conley that the facilitation could have been improved.

CM Blum suggested that the Committee develop some recommendations around prioritization. CM Hume commended the members of the public for behaving appropriately, and pointed to last year's huge reduction as a possible reason for the Council not being able to make decisions. Also, CM Hume stated that it was difficult to make the transition between the values and justice paradigms into prioritization and allocation. CM Hume also expressed disappointment in the lack of preparation of Council members. People fell back into what they "felt", not the facts. CM Hume recommended delineating a clear process for next year, and clarifying procedure around Council members' recusal without reason of conflict of interest.

CM McMurray reiterated CM Hume's comments. After attending Planning Committee meetings, he noticed good preparation, but was disturbed at the level of questions posed by Council members when the material was right at hand, and he cited a gap between members' willingness to participate and the work involved. CM McMurray recommended finding new ways to educate Council members and ensuring better attendance at meetings. CM McMurray also recommended finding better tools to present information gathered at Community Fora to use for prioritization.

CM Booker expressed frustration with prioritization and asked the Committee to come up with a clear recommendation to move forward with the process. The full Council must trust individual committees to do their work. The facilitator did not communicate the process to reign in people's comments and questions.

8. Allocations Discussion and VOTE

The Committee put together motions for allocations for each category to forward to the full Council in September.

CM Blum took a straw poll to see if the Committee was in favor of putting forth motions.

The Committee was in favor of doing so.

CM Shea stated the Council had already committed to specific allocations, which left \$19,229,906.

CM Hume made a motion to adopt Scenario 1 from the Council Support budget proposals which Hywel Sims had presented to Steering, which would be approximately a \$50K increase. Also, \$125K would be added for a needs assessment, which must be done every three years. The total increase to the Council Support budget would be \$175K.

CM Booker seconded the motion and mentioned that San Francisco spent among the lowest percentage on Council Support of any EMA.

Public Comment:

Bill Hirsch put forth that administrative support should not be increased when looking at reducing direct services, stating that needs do not change dramatically over a 3-year period of time.

- The motion passed.

The Committee looked at HAPN's proposed recommendations for funding allocations. See handout. CM McMurray seconded the 2 motions proposed by HAPN.

- The Committee voted. The motions did not pass.

Russ Zellers stated that other services that were cut, like adult day healthcare, might need to be restored, and expressed concern about taking money out of detox.

Michelle Long Dixon suggested taking a vote on the categories that have been defunded, which Council members expressed interest in funding.

CM Booker made a general comment about detox vs. complementary therapy. As someone who had neuropathy and who had been through detox, CM Booker could not vote complementary therapy above detox.

Michelle Long Dixon stated it was necessary to know the average cost of a program in that category and how many programs were in that category.

Michelle Long Dixon also spoke to ISM's, which might destabilize the current system of care in the short term, but which are essentially ratcheting down the system of care in planned way.

CM Shea agreed that the upcoming year will be a destabilizing year, but stated that COE's must still give people other options outside of COE.

CM Booker asked for recommendation from HHS for a baseline cost of what it would take to keep each category funded?

CM Blum suggested keeping the budget as is, but to come up with proposals for the categories that were "hot topics."

The Committee decided on the following process for allocation:

1. Work from and assume the Flat Level Funding Budget proposed by the AIDS Office.
2. Work with the amount of left over (Savings/Unallocated) funds
3. Look at the following four service categories in detail:
 - a. Legal/Immigration Assistance
 - b. Complementary therapies
 - c. Integrated Case Management
 - d. Adult Day Healthcare

The Committee selected the service categories which have been identified by multiple members of the whole Planning Council during this year's prioritization process. The Committee recommends that the Council vote on each of the four service categories individually to decide whether to restore/add funding to this category. This would be a yes-no vote on each. The Council would then take this list of 0-4 service categories, compare it to the program cost as the minimum quantity necessary to put out a bid for at least one program in that category, and make motions on how to allocate the savings/unallocated funds.

4. Review the cost estimates for funding 1 program in each of the four categories
5. All Council members can make motions based on this information.

9. Funding Scenarios Discussion and VOTE

The Committee decided to discuss funding scenarios at the October full Council meeting, but decided to include, at the end of the agenda, a brief explanation of the different types of funding scenarios and what they mean.

10. Next Meeting Date & Agenda Items

The meeting adjourned at 6:00pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

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SEP 30 2004

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 = Planning Committee Draft Agenda
 Tuesday, October 12, 2004
 25 Van Ness Ave., Room 330 B
 3:30 p.m. – 5:30 p.m.

	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for September 14, 2004 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	Open Committee Co-chair Nominations- VOTE <i>The Co-chairs will open committee co-chair nominations, if ready the committee will vote on new committee co-chairs.</i>	Group	3:50
7.	Steering Committee Update <i>The Co-chairs will present a monthly update of the Steering Committee activities and discussions.</i>	Co-chairs	3:55
8.	September Council Meeting Review <i>The Committee will discuss the September 27, 2004 Council meeting.</i>	Co-chairs	4:00
9.	Funding Scenarios Discussion and possible VOTE <i>The Committee will discuss putting together motions for the funding scenarios to forward to the full Council at the October meeting and vote on the motions or decide to continue the discussion at a later meeting.</i>	Co-chairs	4:10
10.	Review Committee Calendar <i>The Committee will review their committee calendar for the development of the master calendar.</i>	Co-chairs	5:15
11.	Next Meeting Date & Agenda Items	Co-chairs	5:25

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- San Francisco

HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday, October 12, 2004
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

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Committee Members present: Ken Pearce, Billie-Jean Kanios

Other Council members present: Charles Siron, Randy Allgaier

Council Support: Jack Newby, Leah Crask, Kari Orvik

Others present: Celinda Cantu (HIV Health Services), Mike Smith (AIDS Emergency Fund),
Raymond Banks

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed.

3. Review/Approve Minutes

The minutes for the September 14, 2004 meeting were reviewed, but could not be approved, as there was not quorum.

4. Announcements

Celinda Cantu will be attending Planning Committee meetings, representing HIV Health Services.

5. Public Comment

6. Open Committee Co-chair Nominations- VOTE

The vote on nominations for committee co-chair was postponed, as there was not quorum.

7. Steering Committee Update

CM Allgaier stated that the Steering Committee developed motions concerning allocation to present to the full Council meeting.

CM Allgaier remarked that since there is always a full Council meeting between Steering and the following month's committee meetings, it did not make sense to have a Steering update.

8. September Council Meeting Review

The Committee discussed the September 27, 2004 Council meeting.

9. Funding Scenarios Discussion and possible VOTE

CM Allgaier presented three handouts related to funding scenarios. See handout.

The documents included a list of the funding scenarios approved by the Council for the past two years, recommendations from HAPN, and CM Lara Sallee's response to HAPN's proposals.

The Committee reviewed the documents.

Mike Smith stated one of HAPN's recommendations: to try not to rely on the same method used in the last year, where a percentage cut would eliminate services, and could have a later impact. The funding scenario proposed by HAPN is based on a dollar amount, not a category, which might mean that lower priority categories take a higher proportional cut, but could still offer services.

CM Pearce asked if all the money for COE's would be held harmless, and could money from the MAI be used towards the COE's.

CM Allgaier responded that current MAI funding is already within COE's, and MAI's are not included in funding scenarios, as it is a fixed amount.

Celinda Cantu projected that realistically, COE's would not start any service provision before the beginning of September 2005. The RFP's for COE's would not go out until December, then time must be allowed for responses, review of responses, and selection.

CM Allgaier stated that since it is going to be difficult to get the RFP's out and COE's started on time, not all of the allocation for COE's would be spent during the year.

Mike Smith suggested that in the instance of a 3% cut or less, that the money be pulled from COE's off the top.

CM Siron requested a spreadsheet from Russ Zellers indicating realistically how much funding would be used for COE's.

CM Allgaier will ask Russ to be present at the Steering Committee meeting.

Jack Newby proposed that if funds were reduced, the initial cuts would come from the estimated dollars for COE's, reduced from an estimate of what would be needed to continue ISP's for a 3,4,or 5-month period.

Raymond Banks asked if there were equivalent services for consumers who were not severe need.

CM Allgaier stated that COE's target severe need, but every service that is available in an ISP is also available independently.

Mr. Banks stated that needing a referral to utilize services made it difficult to be independent.

Mike Smith responded that agencies try to make sure their clients are in the system to avoid duplication of services and because there is too big of a caseload on individual agencies struggling to survive.

Jack Newby stated that, knowing COE's will be difficult to get started, the Planning Council, the Grantee, and HAPN should start doing trainings on what COE's will look like. This would support the idea of communication.

Mike Smith reminded the Committee to have a funding scenario for increased funding.

10. Review Committee Calendar

The Committee postponed review of the Committee Calendar.

11. Next Meeting Date & Agenda Items

The meeting adjourned at 5:30pm.

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HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, November 9, 2004
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for September 14, 2004 & October 12, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Open Committee Co-chair Nominations- VOTE <i>The Co-chairs will open committee co-chair nominations, if ready the committee will vote on new committee co-chairs.</i>	Group	3:50
7. Steering Committee Update <i>Staff will present a monthly update of the Steering Committee activities and discussions.</i>	Council Support	3:55
8. Scope of Work for the Needs Assessment <i>The Committee will discuss the scope of work for the coming comprehensive needs assessment.</i>	Group	4:00
9. Develop Committee Work Plan <i>The Committee will begin to develop their work plan for the coming year, which will be incorporated into the larger Council work plan.</i>	Group	4:50
10. Next Meeting Date & Agenda Items	Group	5:25

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**HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday, November 9, 2004
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.**

Committee Members present: Ken Pearce, Billie Jean Kanios, Margot Antonetty, Don Soto

Other Council Members present: Randy Allgaier, Charles Siron

Council Support: Jack Newby, Leah Crask, Kari Orvik

Others present: Celinda Cantu (HIV Health Services), Raymond Banks

1. Introductions

2. Review/Approve Agenda

The agenda was reviewed and approved.

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3. Review/Approve Minutes

The minutes for October 12, 2004 meeting were reviewed and approved.

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4. Announcements

CM Antonetty announced that the Health Commission was discussing the proposal to cut in half San Francisco General Funds add back for CARE programs, funding them to January, not June, 2005).

CM Allgaier recapped the funding scenarios decided at the October full Council meeting.

CM Allgaier will be speaking about Medicare Part D at the National ADAP Monitoring Report Board annual meeting in San Francisco on Monday, November 15, 2004.

Jack Newby announced he had posted the job description for the position of training and evaluation coordinator, and is ideally looking for a person with a teaching, corporate training, or evaluation background.

Ken Pearce suggested researching other Planning Councils who have training and evaluation coordinators.

6. Open Committee Co-chair Nominations- VOTE

The Co-chairs opened committee co-chair nominations.

CM Pearce suggested that a former member of the past Planning Committee volunteer to be co-chair. Jack Newby underscored the ability of Council Support to support co-chairs.

CM Antonetty nominated CM Soto.

CM Antonetty stated she could not consider a co-chair nomination, as she will be taking a leadership role on the new Housing task force.

CM Antonetty nominated CM Thomas.

CM Soto accepted the nomination.

CM Soto's nomination was approved.

Committee will recommend CM Thomas for co-chair, and approve her upon her acceptance.

Council support will follow up with CM Thomas.

7. Steering Committee Update

The Steering Committee discussed proposals for funding scenarios to bring to the full Council meeting, and began discussion about working more closely with the Prevention council

Jack Newby asked if this Steering update was a necessary agenda item.

CM Pearce stated that there are discussions at Steering that don't come out at the full Council meetings.

CM Antonetty recommended leaving the item on the agenda, to be discussed as needed. Celinda Cantu suggested using the item for a general committee update, an opportunity to bring the committee up-to-date on happenings in the Council that might be relevant to the committee.

8. Scope of Work for the Needs Assessment

The Committee discussed the scope of the work needed for the coming comprehensive needs assessment.

Jack Newby stated that the RFP should go out soon to consultants about the needs assessment, and added that the counties of Marin and San Mateo need to be more closely included in the needs assessment.

Raymond Banks asked if a resident of San Francisco could access services in San Mateo or Marin counties.

CM Antonetty responded that even though Marin and San Mateo counties are in the San Francisco EMA, you could not access services unless they were unavailable in your county, or unless there was an exception, such as pediatrics.

The Committee discussed collaborating on the needs assessment with Prevention.

Jack Newby stated that the committee should come up with the areas we should concentrate on, and develop an RFP for consultants.

CM Allgaier stated that in the last needs assessment, our service categories did not HRSA's service categories.

Celinda Cantu asked if the last needs assessment could be used as starting point for an Ad Hoc group to work intensively on just needs assessment.

CM Soto suggested bringing the issue to Steering to get ideas, and possibly collaborate with members of the Evaluation and Community Outreach committees.

CM Antonetty stated the consultant could help to coordinate with other sources and data.

Jack Newby stated there were not enough focus groups conducted in the last needs assessment. It should be objective and not provider driven, reflect cultural competency, and should support the grant application, and the areas HRSA wants to see.

CM Antonetty suggested determining the "end uses" of the assessment.

Jack Newby will summarize the information we would want to have in the RFP, and will check in with Prevention.

Celinda Cantu stated that a lot of information is available, so the committee should focus on the end uses to develop and follow a process that results in community acceptance of the outcome. The needs assessment will hopefully create a service profile and point out any gaps in service.

CM Antonetty stated that the Committee should look for an example of a good needs assessment.

CM Pearce stated that at the HRSA training, they indicated that there was money out there for consultants.

CM Kanios stated the importance of identifying unmet need in communities to determine where best to spend money to address unmet need.

CM Soto summarized that Jack Newby will include comments from the discussion and look at other EMA's needs assessments to draft a document to bring to the next meeting.

9. Develop Committee Work Plan

The Committee discussed their work plan to bring to the Steering retreat in December.

CM Pearce stated he would like to see the Committee get a better end product for prioritization, such as

a matrix which allows Council members to make comparisons.

The Committee came up with the following ideas for their work plan:

- Presentation of prioritization information
- Frank discussion of last year's prioritization process: lessons learned from what worked and did not work
- Host a conversation with former Planning committee members
- Map prioritization timeline (in conjunction with AIDS Office): review and adjust last year's prioritization calendar
- Needs assessment process

The committee discussed determining the level of detail of information to be delivered to the Council at prioritization, and the importance of training new council members. Also, the way that information is presented is important, there should be less emphasis on powerpoint presentations. The Committee should ask Council members how much time they are willing to put into the allocations and priority setting process.

Celinda Cantu stated that the Reggie coordinator conducts an orientation on Reggie data quarterly basis, and that HIV Health Services could present an overview of the continuum of service.

CM Soto suggested that the Membership committee be more forward to new applicants about the expectations of commitment during the process of interviewing.

CM Allgaier suggested inviting former members of the Planning committee to the December meeting. Also, the results of the prioritization evaluation will be in by then.

Raymond Banks stated that the Bayview needed representation.

10. Next Meeting Date & Agenda Items

- Continue discussion on scope of work for needs assessment:
- Discussion of last year's prioritization and calendar
- Results of the prioritization evaluation
- Put together a prioritization calendar for 06/07

The meeting adjourned at 5:30pm.

Meeting minutes are considered to be in DRAFT form until reviewed and approved by Council attendees.

Home | [Community Outreach & Advocacy Committee](#) | [Infrastructure & Policy Committee](#) | [Evaluation Committee](#)
[Membership Committee](#) | [Planning Committee](#) | [Steering Committee](#)

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San Francisco
HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, December 14, 2004
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for September 14, 2004 & November 9, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates. -prioritization/allocation evaluation results will be discussed in January</i>	Council Support	3:50
7. Scope of Work for the Needs Assessment <i>The Committee will discuss the scope of work and the RFP for the coming comprehensive needs assessment.</i>	Group	4:00
8. Develop Prioritization Plan/Process <i>The Committee will develop the prioritization plan and process for the coming year.</i>	Group	4:50
9. Next Meeting Date & Agenda Items	Group	5:25

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- San Francisco
= **HIV Health Services Planning Council**
= **Planning Committee Draft Minutes**
Tuesday, December 14, 2004
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

Committee Members present: Ken Pearce, Billie Jean Kanios, Margot Antonetty, Don Soto

Other Council Members present: Randy Allgaier

Council Support: Jack Newby, Leah Crask, Kari Orvik

Others present: Celinda Cantu (HIV Health Services)

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1. Introductions

JAN - 6 2005

2. Review/Approve Agenda

The agenda was reviewed and approved.

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3. Review/Approve Minutes

The minutes for November 9, 2004 meeting were reviewed and approved.

4. Announcements

Kari Orvik announced she will be leaving her position in January 2005.

5. Public Comment

6. Steering Committee Update

Council Support presented an update of the Steering Committee meeting.

7. Scope of Work for the Needs Assessment

Jack Newby reviewed the document covering information to be included on the RFP for a needs assessment consultant. See handout.

Jack Newby stated that the alternatives to the RFP process would be conducting interviews with each possible vendors, having them provide work samples, references, etc., or use the same vendor as before (LaFrance and Associates).

CM Allgaier stated that the co-chairs were in the process of discussing possible collaboration with the Prevention Council. If Prevention were to benefit from the assessment, they might also be able to chip in financially.

CM Kanios urged that collaboration should happen with HPPC, in order to take a holistic approach.

CM Thomas cautioned against replication information, and suggested building on existing data, such as Reggie and EPI.

The Committee discussed the importance of asking the consultant how they plan to access information concerning unmet need, such as methodology and outcomes.

CM Allgaier brought up the incongruity between HRSA's categories and the Planning Council's, which should be standardized before a consultant is brought in.

CM Allgaier suggested created a subcommittee/task force to work on the needs assessment, consisting of members of evaluation and planning committees.

CM Thomas stated that bullet #'s 3,4,5 on the handout represented data that could be available through DPH and EPI reports.

CM Thomas stated that, regarding resource inventory, last time providers did not send back the complex surveys that would give that information.

CM Allgaier suggested collaborating with HAPN to get more provider input.

CM Antonetty stressed the importance of vendor accountability to ensure output from the vendor.

CM Pearce referred to a proposal he made months ago requesting that Michelle Long Dixon provide the Council with waiting list data concerning unmet need, which he had brought to Steering and Steering had not approved.

CM Thomas stated that information from the service summary sheets can identify under-utilization, but not unmet need specifically.

DPH and HAPN would have information regarding unmet need

Celinda Cantu stated that Reggie is being updated, and there is information on people with disabling HIV, poverty, and recently incarcerated that can give indications of the scope of unmet need.

Celinda Cantu will run reports for 6 months periods in 04-05 and have them for the next committee meeting.

CM Thomas stated the need to do a large-scale client survey to identify people outside the system of care.

CM Kanios suggested going distributing the surveys in inconvenient locations such as shelters and on the streets.

CM Pearce brought up whether the committee wants to use a smaller sample size and more follow-up, or cast a wide net.

CM Allgaier stated the need to ensure that all populations are explored. The RFP should include how contractors plan to conduct outreach in order to determine unmet need.

Jack Newby suggested it would be helpful to collaborate on this issue with Prevention.

CM Thomas stated the need to make the survey standardized and statistically reliable, which will be relevant at prioritization.

CM Thomas listed other existing reports that could be consulted to gather data, such as the Bayview/Hunter's Point and the Urban Health research studies.

The committee discussed forming a task force to work on the needs assessment from February through May, approximately twice per month. CM Pearce, CM Thomas, and CM Kanios volunteered to be on the task force. Volunteers will be recruited from other committees, specifically Evaluation.

8. Develop prioritization plan/process

The results from the Evaluation committee's prioritization evaluation will be available at the next Evaluation meeting on Wednesday, December 15. Recommendations from the evaluation will be ready for the January Planning committee meeting, which will be helpful to hone this year's process.

Jack Newby stated that a training and evaluation coordinator should be hired by January, who can help with trainings on prioritization information outside of full Council meetings and after data is presented.

At the January meeting, the Committee will invite previous Planning Committee members to have a frank discussion of last year's prioritization process.

Jack Newby brought up the possibility of holding a 2-day summit for prioritization in August. The first day would be devoted to information review, questions and discussion. The second day would be voting and motions. Council members would have to be present the first day to vote on the second day. Compared to other councils, San Francisco does not spend a lot of time on prioritization.

The committee discussed possible days, such as Friday, August 26 and Saturday August 27, 2005 for the 2-day summit. If people know in advance about the time commitment, they can plan ahead.

The Committee discussed a timeline for the presentation of information related to prioritization at full Council meetings:

January: presentation of Marin and San Mateo Counties prioritization process and calendar

February: Data presentations

March: Unmet need

April: Surveillance
May: Service summary sheets
June: Reggie data
July: Needs assessment results

9. New Business/Next Meeting Agenda

At the next meeting the committee will discuss the Reggie reports from Celinda, the recommendations from the prioritization evaluation, discussion with former members, finalize the calendar.

The meeting adjourned at 5:30pm.

JAN - 6 2005

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— San Francisco
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 = Planning Committee Draft Agenda
 Tuesday, January 11, 2004
 25 Van Ness Ave., Room 330 B
 3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for September 14, 2004 & December 14, 2004 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i> <i>--Steering Committee Strategic Planning Meeting Update</i>	Group	3:50
7. Discuss 2004-05 Prioritization/ Allocation Process <i>The Committee will discuss the past year's prioritization process, the successes and the challenges.</i>	Group	4:00
8. Recommendations from Prioritization Evaluation <i>The Evaluation Committee will present their recommendations from the results of the Prioritization and Allocation Evaluation.</i>	Group	4:25
9. Reggie Report Presentation <i>Celinda Cantu will present a Reggie report focusing on people with disabling HIV, poverty and recently incarcerated, which may help to define the scope of unmet need.</i>	Group	4:40
10. Finalize Prioritization Plan/Calendar <i>The Committee will develop the prioritization plan and process for the coming year.</i>	Group	4:55
11. Committee Work Plan Update & Timeline <i>The Committee will review the work plan discussion and timeline from the Steering Committee retreat.</i>	Group	5:10
12. Needs Assessment Update <i>Council support will give a brief update on the progress of the needs assessment and review of the draft Request for Proposals..</i>	Council Support	5:20

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for January 11, 2005 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	3:50
7.	Finalize Prioritization Plan/Calendar for Council Meeting <i>The Committee will finalize the prioritization plan and process for the coming year and discuss what the Full Council needs to Vote on at the February meeting.</i>	Group	4:00
8.	Recommendations for Community Fora <i>The Committee will discuss any recommendations for Community Outreach & Advocacy Committee about the information and/or data collected for prioritization at the Community Fora events.</i>	Group	4:20
9.	Review Prioritization/Allocation Data Presentation Schedule <i>The Committee will review the data presentation schedule for the Council meetings.</i>	Group	4:30
10.	Training Schedule for Data Presentations <i>The Committee will discuss the needed Council Member trainings for the data presentations.</i>	Group	4:40
11.	Discuss Presentation for February Council Meeting <i>The Committee will discuss the presentation for the February Council meeting and prepare:</i> <ul style="list-style-type: none"> • <i>Other Funding Streams Presentation</i> • <i>HRSA Requirements</i> 	Group	4:55
12.	Needs Assessment Process Update	Council Support/Group	5:10

The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.

13. Background/ Discussion of Counties in the EMA Group 5:15
The Committee will discuss background information regarding the presentations from San Mateo and Marin County. The committee will then forward their ideas to the Steering Committee.
14. Next Meeting Date & Agenda Items Group 5:25

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MAR - 4 2005

= HIV Health Services Planning Council
 = Planning Committee Draft Agenda
 Tuesday, March 8, 2005
 25 Van Ness Ave., Room 330 B
 3:30 p.m. - 5:30 p.m.

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes <i>Approve Minutes for February 8, 2005 Meeting.</i>	Group	3:35
4.	Announcements	Group	3:40
5.	Public Comment	Public	3:45
6.	Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	3:50
7.	Discuss Presentation for March Council Meeting <i>The Committee will discuss the presentations for the March Council meeting and prepare:</i> <ul style="list-style-type: none"> • <i>Epidemiology and Surveillance Data Presentation</i> • <i>Statistics Training</i> 	Group	4:00
8.	Review Severe Need Definition <i>The Committee will review and suggest changes if necessary to the Council's Severe Need Definition.</i>	Group	4:15
9.	Review Format of Service Category Summary Sheets <i>The Committee will review the format of the Service Category Summary Sheets and make recommendations for changes to the AIDS Office. (Including Evaluation Committee recommendations for service categories to be consistent with HRSA's categories.)</i>	Group	4:40
10.	Statistics Training Update <i>Council Support will present an update on the progress of the statistic training for Council members.</i>	Council Support	5:00
11.	Needs Assessment Process Update <i>The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.</i>	Council Support/Group	5:10

12. Review Prioritization Calendar & Timeline Group 5:15
The Committee will review the prioritization calendar and timeline and make any necessary adjustments.

13. Next Meeting Date & Agenda Items Group 5:25

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APR - 7 2005

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HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, April 12, 2005
25 Van Ness Ave., Room 330 B
3:30 p.m. – 5:30 p.m.

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for March 8, 2005 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	3:50
7. Discuss Presentations for April Council Meeting <i>The Committee will discuss and review the presentations for the April Council meeting:</i> <ul style="list-style-type: none"> <i>Quality Management Presentation- Pat Sullivan</i> <i>Minority AIDS Initiative Presentation- Marsha Herring</i> <i>Severe Need Definition Presentation</i> 	Group	4:00
8. Reggie Presentation Discussion <i>The Committee will discuss what information is needed for the Reggie Presentation at the May Full Council Meeting and forward to staff. Staff discussion if present.</i>	Group	4:30
9. Joint Meeting with HPPC Discussion <i>The Committee will discuss holding a joint meeting with the HIV Prevention Planning Council in June.</i>	Group	4:45
10. Marin County Prioritization/Allocation Presentation <i>Marin County will present the results of their resent Prioritization/Allocation decisions to the Committee. The Committee will decide when this presentation will go to the full Council.</i>	Group	4:55
11. Prioritization Training Update <i>Council Support will present an update on the statistics training for Council members and discuss any other training needs with the committee.</i>	Council Support	5:05

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|-----|--|-------------------------------|
| 12. | Needs Assessment Process Update
<i>The Committee will be updated on the Needs Assessment process and the Needs Assessment Working Group activities.</i> | Council Support/Group
5:15 |
| 13. | Review Prioritization Calendar & Timeline
<i>The Committee will review the prioritization calendar and timeline and make any necessary adjustments.</i> | Group
5:20 |
| 14. | Next Meeting Date & Agenda Items | Group
5:25 |

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San Francisco

**HIV Health Services Planning Council
Planning Committee DRAFT MINUTES
Tuesday, April 12, 2005**

**25 Van Ness Ave., Room 330 B (changed to 330A)
3:30 p.m. – 5:30 p.m.**

Committee Members Present: Laura Thomas (co-chair); Don Soto (co-chair); Ken Pearce; Billie-Jean Kanios; Margot Antonetty

Other Council Members Present: Randy Allgaier, Brian DiCrocco, Elyse Graham,

Council Support Present: Jack Newby, Skot Jonz

Others Present: Celinda Cantu (Patricia Sullivan, Magurite Hayward, Kam Keep (Marin Co. co-chair), Marsha Herring

1. Introductions

2. Review/Approve Agenda

Committee reviewed the agenda. With no exceptions, the agenda was approved by consensus.

3. Review/Approve Minutes

Committee reviewed the minutes for the March 8, 2005 Planning Committee meeting. CM Pearce commented on the detail in the minutes and posed the question whether such detail was necessary. Committee discussed that the detail is in keeping with the Sunshine Ordinance. Celinda Cantu suggested that it would be helpful if actions voted on or other decisions made are bolded. Council Support Skot Jonz indicated that this is being done, but nothing in bold for minutes at hand due to no actions or votes. Jack Newby added that there will be an attempt at the end of each meeting to summarize and clarify any decisions made, actions to be taken, or agenda items for the next meeting. Without objection the minutes were approved.

4. Announcements There were no announcements.

5. Public Comment There were no public comments.

6. Steering/ General Update

Committee members reviewed Steering Committee activities. CM Allgaier discussed decisions made regarding presentations at Council meetings. Jack Newby discussed issues with regard to setting agendas and scheduling presenters, and informed Committee that not everyone can be first on the agenda.

7. Discuss Presentations for April Council Meeting

The Committee will discuss and review the presentations for the April Council meeting:

- *Quality Management Presentation- Patricia Sullivan*
- *Minority AIDS Initiative Presentation- Marsha Herring*
- *Severe Need Definition Presentation*

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Patricia Sullivan reviewed with Committee her Quality Management Program Presentation. (Copy of draft PowerPoint presentation document on file at Council Support Offices).

Committee discussed making trainings available to Council Members.

Committee recommended minor adjustments to the presentation, specifically the color format.

Committee asked for more details regarding the budget to be offered in the presentation.

Jack Newby advised Committee that he timed the review presentation with questions and it was just over 30 minutes and asked if this was appropriate for the Council Meeting.

Committee decided to keep the presentation between 20-30 minutes, including questions, and suggested that Patricia need not read verbatim each slide.

Marsha Herring reviewed with Committee her presentation on the Minority AIDS Initiative.

She indicated that she will provide to Council Support a draft of a handout that she plans to use. Her presentation is expected to be 15-20 minutes, including questions. Committee

discussed other specifics with regard to demographics to be included in the MAI Presentation.

CM Thomas asked if a subgroup of Committee could review the presentation prior to the

Council Meeting. Marsha Herring indicated that on the 5th Floor Conference Room, 25 Van

Ness Thursday April 21st at 1:30 the presentation will be reviewed internally by the AIDS

Office PDU (Project Development Unit). Committee members are welcome to attend.

The Severe Need Definition Presentation was reviewed by CM Thomas. She indicated that the added detail would be an attachment provided by the AIDS Office and no other changes

made. CM Thomas asked for Russ Zellers to send an electronic copy of the proposed attachment.

Jack Newby asked about receiving a copy of the Centers of Excellence Request for Proposal.

CM Allgaier stated that it was available on the DPH website.

CM Thomas suggested the presentation includes: Eligibility Definition, Severe Need Definition and additional criteria, and Special Populations.

CM Pearce discussed the importance of Council members having a firm grasp of what "severe needs" means.

Celinda Cantu stated that the Reggie glossary could be helpful in clarifying a definition.

CM Allgaier suggested that the issue of homelessness fit into other criteria and that it needs to be clear that the parameters set will capture those people.

CM Pearce discussed the issue with quantifying numbers with severe need. Decisions based on severe need populations without accurate data can be difficult and Council Members need not be guessing.

CM Antonetty commented on the reasons why homeless was not included on severe need, and the variety of definitions for homeless.

CM Thomas reiterated that the presentation will include last year's information, and the information requested today, background, components, discussion on homeless, difficulties quantifying severe need, questions about other populations, and that this will not be a long presentation.

CM Pearce asked who would be giving the presentation.

CM Thomas wants Council Members to understand what this means, but no decisions being made, so it can be short.

CM Allgaier suggested a ten to fifteen minute discussion, rather than a presentation.

CM Thomas agreed.

CM Soto suggested that in addition to what needs to be done, a discussion of what has been done regarding severe need could be included.

CM Pearce added that Membership Committee looks at demographics when filling seats on the Council and that this has implications down the road. Even though nothing is being changed now, it is important to be aware of the issue.

CM Thomas agreed to work with Jack Newby on preparing the presentation/handout/discussion.

8. Reggie Presentation Discussion

The Committee will discuss what information is needed for the Reggie Presentation at the May Full Council Meeting and forward to staff. Staff discussion if present.

CM Thomas posed the question about what is needed in a Reggie presentation.

Celinda Cantu provided a general description of who is in the system, by using demographics and service categories. Number of agencies people visiting, and number of service categories engaged in. Committee discussed removing ISP information from the presentation.

Committee discussed details about presentation, including clarifying questions around services in Bayview Hunter's Point, difficult to reach populations,

CM Thomas asked if Reggie staff could pull up specific zip codes to identify demographics.

CM Pearce reiterated comments from Jack Newby regarding the Epi-data that did not seem to accurately reflect the needs of the Bayview Hunter's Point community.

Committee discussed looking specifically at the 94124, 94109, 94114 zip codes to see if that can identify severe needs.

Committee discussed that Reggie cannot do this, but can identify who is in care. Reaching people not in care is the issue. The Needs Assessment will help to identify those not in care.

CM Antonetty discussed that one big factor is looking at what services are available in high HIV prevalence areas.

CM Thomas indicated that this process has been done, and it is more time intensive and not really a Reggie project.

Plotting service providers could be done by the AIDS Office.

CM Pearce asked if the Reggie presentation could include how the system could be used in the future, for example how to use information on Native Americans to identify why they do not use HAART.

CM Allgaier stated that the epi-data will be universal and Reggie data a bit more specific.

Committee discussed that epi-data does not necessarily indicate that people not in Reggie are out of care.

Celinda clarified what information she would like to present on the complex system of Reggie that she hopes to see simplified in the future.

CM Soto asked for the presentation to include examples of these improvements.

Celinda stated that much more detail in demographics and service categories can be provided which may be more helpful. She first hopes to establish a system wide picture then break down severe needs, look at service categories and agencies within that, and look at demographics.

Celinda asked about timing, and Committee agreed that it should be 45 minutes for presentation and 15 minutes for questions and discussions. Committee agreed to have Celinda return to next month's Planning Committee meeting.

Committee indicated that the removal of ISP information will significantly shorten the presentation. Committee discussed the usefulness of clients new to the system of care, compared to those who had been in the system for awhile. Committee suggested having that data looked at, to identify those who are just coming into care but who have been diagnosed for a longer period of time.

CM Thomas suggested that this could be reviewed in the May Planning Committee meeting, otherwise it would be scheduled with a subgroup.

9. Joint Meeting with HPPC Discussion

The Committee will discuss holding a joint meeting with the HIV Prevention Planning Council in June.

CM Allgaier reviewed with Committee the increased level of work with HPPC. The co-chairs of both councils met a few weeks ago and discussed the format and timing of a joint meeting. It was initially posed that June would be good, but the prioritization calendar was full. CM Allgaier informed Committee that their discussion included several issues, including how to structure a joint meeting and how this will be useful for prioritization.

Committee discussed.

CM Thomas directed Committee to the prioritization calendar and indicated that a June meeting would maintain the proposed timeline.

CM Pearce, who sits on both councils, stated that he is not in favor of the joint meeting, primarily because of so much work that has to be done with Planning, and suggests doing it after prioritization rather than before.

CM Thomas suggested that in lieu of a joint meeting that people from HPPC come to give a presentation to the HIV Services Planning Council.

Jack Newby mentioned information regarding the incarcerated populations. He also reported on discussions regarding HPPC scheduling a meeting.

CM DiCrocco agreed with CM Pearce on not having a joint meeting, as he feels information may be interesting but takes up too much time in a Council meeting that could take away from the prioritization process. CM DiCrocco used the issue of late testers, suggesting that information from HPPC could be useful in this Council's prioritization process.

CM Allgaier stated that the council's co-chairs were only feeling out how this would work, and no commitment from either that it would happen. Items discussed in a joint meeting are relevant, but if that information could be related in another format that could be acceptable.

CM Pearce reinforced that he is not against a meeting, but the timing is not right to have such a meeting now, and suggested meeting after prioritization.

CM Thomas informed Committee of the mandate to coordinate services with Prevention and there needs to be a joint discussion. She agreed that the issues with late testers and the incarcerated needs to be looked at.

CM Thomas asked for a straw poll on the issue.

Option One: Joint meeting with HPPC in June

Or

Option Two: Update on Prevention in June and a joint meeting after prioritization.

Those in favor of option One are 4.

Those in favor of Option Two are 4.

Committee discussed how to make a decision on the issue.

CM Antonetty indicated that if people hear information and over-react it could be counter-productive to the prioritization process. She doesn't understand what the hurry is to have a joint meeting.

CM Allgaier suggested moving the issue to Steering to make a decision, and HPPC will have more information by that time whether or not they can meet in June.

PASSED ON TO STEERING WITH NO RECOMMENDATION.

10. Marin County Prioritization/Allocation Presentation

Marin County will present the results of their recent Prioritization/Allocation decisions to the Committee. The Committee will decide when this presentation will go to the full Council.

Kam Keep presented information to Committee regarding the Marin Prioritization/Allocation Process. He informed Committee that Jack Newby did a training for Marin County on the process. Documents provided by Kam Keep to Committee Members include:

Marin County 2004 HIV/AIDS Needs Assessment of PLWH/A

Marin Decision Matrix

HIV 05/06 Allocation

(On file at Council Support Offices)

Kam reviewed items added to Allocation which have no funds, but were identified as a priority.

CM Thomas suggested that Planning Committee think about how this will fit into the Prioritization Schedule. The Planning Council needs to hear from the other counties in the EMA so that it can be ensured that the priorities reflect those of the counties.

CM Allgaier discussed how the AIDS Office budget must reflect the allocations, and the priorities must be approved.

Committee discussed voting on this at the next Council Meeting, and should reappear as being wrapped into the SF Prioritization for the next fiscal year. In May, Brenda from the AIDS Office will bring the full budget.

Committee discussed how the Marin County figures will appear in the budget.

Committee discussed how this helps to reclaim the identity of the SF Planning Council as the Council for the entire EMA, and simultaneously honor the work of the County planning bodies.

Jack Newby indicated that the Counties Working Group still has to meet.

CM Graham clarified for Committee how the process has followed the San Francisco standards of care and with HRSA.

Committee discussed that the Marin County presentation was helpful.

Committee agreed that this be forwarded to Steering Committee to be put on the Full Council agenda.

11. Prioritization Training Update

Council Support will present an update on the statistics training for Council members and discuss any other training needs with the committee.

[Not enough time for this agenda item.]

12. Needs Assessment Process Update

Jack Newby indicated that the Needs Assessment Working Group is making it through sections of the survey instrument and they are on track with getting people in the field within the next three weeks or so.

CM Pearce asked about how information obtained from Community Forums.

Jack Newby indicated that the COA Committee is doing community meetings, one tomorrow, and another May 19th to focus on the Castro community. He indicated that these meetings will probably not provide incentives in order to increase the likelihood of reaching the target populations.

13. Review Prioritization Calendar & Timeline

The Committee will review the prioritization calendar and timeline and make any necessary adjustments.

Committee discussed with Jack Newby about adding items to the calendar and suggested increased understanding of funding streams.

CM Antonetty indicated that someone may be at the June Council meeting to offer information on the “length of stay” policy. Committee discussed how this could impact the possibility of a joint meeting with Prevention and other prioritization decisions.

14. Next Meeting Date & Agenda Items The meeting adjourned at 5:50 pm.

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MAY - 5 2005

HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, May 10, 2005
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes <i>Approve Minutes for April 12, 2005 Meeting.</i>	Group	3:35
4. Announcements	Group	3:40
5. Public Comment	Public	3:45
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i> <ul style="list-style-type: none"> <i>Needs Assessment Working Group Update</i> <i>Summary Sheets presentation to Planning on July 12th with the presentation to the Full Council at the 2nd July meeting. HHS will have providers review the summary sheets.</i> 	Group	3:50
7. Discuss Presentations for May Council Meeting <i>The Committee will discuss and review the presentations for the May Council meeting including the amount of time needed for the presentations:</i> <ul style="list-style-type: none"> <i>Reggie Presentation- Celinda Cantu</i> 	Group	3:55
8. Eligibility, Severe Need & Special Populations Definition Discussion- VOTE <i>The Committee will discuss the suggestions regarding the Eligibility, Severe Need & Special Populations Definition from the full Council Meeting and vote to forward any changes for Council approval.</i>	Group	4:20
9. Discuss Prevention Update for June Council Meeting <i>The Committee will discuss their recommendations for the Prevention Update Presentation to the Full Council at the June meeting. The committee will review the presentation at the June committee meeting.</i>	Group	4:45
10. Begin Discussion of Prioritization Recommendations <i>The Committee will begin to discuss the recommendation they will make to the Full Council regarding Prioritization and Allocation.</i>	Group	4:55

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| 11. | Discuss Prioritization/Allocation Summit Meeting | Group | 5:10 |
| | <i>The Committee will begin to make the preparations for the August Prioritization/Allocation Summit meeting including possible locations.</i> | | |
| 12. | Prioritization- Conflict of Interest- Training Update | Council Support | 5:20 |
| | <i>Council Support will present an update on the Conflict of Interest training for Council members and discuss any other training needs with the committee.</i> | | |
| 13. | Next Meeting Date & Agenda Items | Group | 5:25 |

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HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
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HIV Health Services Planning Council
Planning Committee Draft MINUTES
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Committee Members Present: Laura Thomas (co-chair); Don Soto (co-chair); Billie-Jean Kanios; Ken Pearce

Committee Members Absent: Margot Antonetty (excused)

Other Council Members Present: Chris Calandrillo; Randy Allgaier; Raymond Banks; Darnell Durio

Council Support Present: Jack Newby; Skot Jonz

Others Present: Celinda Cantu; Margurite Hayward

1. Introductions

2. Review/Approve Agenda

The Committee reviewed the draft agenda. Without objections or changes the agenda was approved by consensus.

3. Review/Approve Minutes

The Committee reviewed the minutes from the April 12, 2005 meeting. Without objections or changes the minutes were approved by consensus.

4. Announcements

CM Soto announced an open house for his agency on May 28 from 1-4.

CM Kanios announced that six detox beds at Walden House have been lost due to reduced funding.

5. Public Comment

There were no public comments.

6. Steering/ General Update

A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.

- Needs Assessment Working Group Update
- Summary Sheets presentation to Planning on July 12th with the presentation to the Full Council at the 2nd July meeting. HHS will have providers review the summary sheets.

Jack provided an update on the Needs Assessment Working Group and indicated that the survey instrument has been finalized and 40 people were surveyed last week. Harder & Co. is working with other agencies next week.

CM Soto and CM Kanios and CM Thomas announced activities with Harder & Co. with their respective agencies.

Committee discussed the summary sheets and the providers who will review the summary sheets.

7. **Discuss Presentations for May Council Meeting**

The Committee will discuss and review the presentations for the May Council meeting including the amount of time needed for the presentations:

- *Reggie Presentation- Celinda Cantu*

Celinda Cantu discussed and reviewed with Committee her PowerPoint presentation on Reggie that will be presented at the next Planning Council meeting.

Thursday May 19 will be a staff meeting from 1:30-3:00 to review the final presentation and Committee members are welcome to attend. Committee discussed whether the presentation would be available soon enough to send out in the Council Member packets. **Committee discussed the possibility of getting the presentation to Council Support by the 20th which will be sent via email to Council Members prior to the Council meeting, and an alternative for those who do not have access to PowerPoint copies will be made available to pick up at Council Support Offices. Celinda will send an electronic copy to Council Support to make copies for the Council meeting.**

Committee discussed who will attend the 19th presentation review: CM Soto, CM Kanios agreed to do so. Celinda also discussed the possibility of doing the review meeting a day earlier. If so, CM Thomas and CM Pearce volunteered to attend.

Celinda indicated that about 75% of agencies input approximately 95% of their data, with another 20% completing more than 95% so the compliance rate is very good, whereas in previous years it has been much lower. Celinda will provide a printout of the presentation at the Council Meeting as well as a Reggie glossary.

It was agreed that 45 minutes will be allocated for the presentation with at least 15 minutes of Q&A to follow.

Committee will recommend this presentation to Steering Committee for the May Council Meeting.

8. **Eligibility, Severe Need & Special Populations Definition Discussion- VOTE**

The Committee will discuss the suggestions regarding the Eligibility, Severe Need & Special Populations Definition from the full Council Meeting and vote to forward any changes for Council approval.

CM Soto reviewed the eligibility, severe need and special populations.

CM Thomas discussed adding homeless in severe need and also those with incarceration history.

Committee discussed the variety of definitions for homelessness, and for homelessness being a barrier to care.

CM Thomas commented on populations with lowest rates of use of HAART, and suggested a better analysis of those with use of HAART. Committee discussed adding homeless category here. CM Calandrillo asked about actually citing this.

CM Allgaier agreed adding homeless and IDUs as specific examples.

CM Thomas reviewed epi presentation and the data with regard to use of HAART.

CM Banks commented that Native Americans are not getting services and suggested that HAART issue is a shell-game, and asked about how to keep these people coming to receive services and coming back. He believes they are underrepresented and disenfranchised and unsure what HAART has to do with it. His concern is how to get better health outcomes for Native Americans and African Americans. CM Banks wondered how to put a human face on this and get these people into the system.

CM Soto explained that special populations is seen to point out so the AIDS Office will target more services and funds for these severe need populations.

CM Banks suggested that there is a big gap between Severe Need and Special Populations.

CM Allgaier indicated that Severe Need is for people who have low income, mental health or substance abuse problems who have trouble accessing services and navigating the system. The Special Populations are those such as the transgender community, those in Bayview Hunters Point, and others for different reasons have difficulty accessing services.

CM Banks suggested that minorities do not navigate bureaucratic systems very well to begin with, and stated that others with lower education may have difficulty navigating the system.

CM Thomas reiterated that the Special Populations category, is for when the AIDS Office gives out contracts that certain people can be targeted so these people can get services, get on HAART, and stabilize their health. This document is to help target these people and groups that need more attention and services. The second piece is getting the service to them. If there are other groups, criteria, or ways to describe populations that have barriers to service, they need to be included and captured in this document.

CM Banks asked if Severe Need gets a higher priority than Special Populations.

Committee discussed that both groups are targeted and that someone could meet the criteria for both, and one is not a higher priority than the other.

CM Durio indicated that each program has certain criteria to qualify for a service, and this document focuses attention to those who are in the most need.

CM Allgaier discussed that Special Populations will not necessarily have to have mental health or substance abuse issues to qualify.

Committee discussed other examples of what would qualify for severe need and/or special populations.

Jack discussed CM Banks' issues around the use of HAART and getting people on medications to maintain health. His question was whether a special population qualification would be defined by whether a person was on HAART or not.

Committee discussed that use of HAART was not a criteria, but it is used as a benchmark for criteria of whether people are getting adequate health care.

CM Thomas explained the importance is to use health outcomes as a marker.

CM Banks stated that HAART is not a good idea because people not on HAART will not be in the system.

CM Thomas replied that the purpose is to bring them into the system.

CM Allgaier explained that someone on HAART indicates that they are receiving regular medical care, and the goal of the Council is to ensure that people are healthy in their HIV, and someone doesn't have to use HAART to fit a special population demographic.

CM Pearce emphasized that with this current severe need definition all African Americans, Latinos, Native Americans, Transgenders are covered no matter what.

Committee discussed that this only covers certain services at agencies that may have their own criteria to qualify, not all services everywhere.

CM Pearce stated that white males and Asian males are the only ones who are not covered by this severe need or special population definition.

CM Thomas explained that African Americans are definitely in the Special Populations group and will probably remain there.

CM Banks replied that this time next year he is sure that African Americans will still be coming up short.

CM Thomas indicated that there are things beyond the control of the Council that they cannot control, but this is how they want services to be delivered.

CM Pearce reiterated the criteria that qualifies nearly everyone and if clarification is needed it should be provided.

CM Calandrillo commented that this is about health outcomes and not necessarily race and gender.

Committee discussed that the COEs will eventually weed out the people who get on HAART and improve their health, they are then transferred elsewhere because the service is set up to provide for those who are in the most need.

Committee agreed that this is the harsh reality of funding.

Homelessness is another marker besides use of HAART

Something to clarify the incarceration piece.

CM Thomas asked for specific proposals around these issues.

CM Durio commented that he has always had a problem with the Special Populations piece and is unsure why we have it at all. He added that homelessness has not been defined clear enough and is too broad.

CM Soto asked if CM Durio would be more comfortable if there was a better definition.

CM Kanios indicated that the incarceration definition is too broad and general.

CM Thomas asked whether anyone would be interested in working on this between now and the next meeting, to come up with a clearer definition of homeless. **CM Calandrillo agreed to work with CM Antonetty on the homeless issue. CM Thomas agreed to work with CM Kanios on the incarceration definition. Nobody else volunteered.**

Review lowest rate of use of HAART – CM Thomas suggested using other markers, such as not in care measures. Committee discussed how to identify those not in care.

CM Allgaier explained that the use of HAART measure was the easiest to understand as far as data, but agreed that in the future it should be expanded.

CM Soto asked if this was due to go to Full Council for a vote.

CM Thomas indicated that if this is looked at next month at Committee then it can go to Full Council in June.

Committee discussed that some people would fit into more than one category, including incarcerated people.

CM Thomas explained that next year the Committee might look at “not in care” rather than “low rate of use of HAART,” but for now will leave as is.

9. Discuss Prevention Update for June Council Meeting

Jack Newby provided an update regarding the June Council meeting and issues at hand.

CM Allgaier stated that “late testers” is one of the issues to be looked at because there may be cofactors such as homelessness and drug use.

Committee discussed meetings with Prevention with Positives and asked what will inform the Planning Council in terms of prioritization. The Council needs to coordinate with Prevention. CM Pearce suggested the coordination with Prevention and Planning with the Needs Assessment survey is a good example.

Committee agreed there will not be a joint meeting, but a presentation from Prevention.

CM Thomas asked again what Committee wants to hear.

Committee discussed.

CM Durio suggested an update on names reporting and how that might affect people's decision in getting tested.

CM Pearce suggested an update on rapid testing.

CM Thomas discussed with Jack Newby about coordinating this with Tracey Packer of Prevention, and Jack suggested having them bringing a presentation they already have rather than developing something new.

CM Pearce indicated that HPPC may not be sure exactly what sort of presentation to bring.

CM Calandrillo asked whether they could bring outcomes and measures to outcomes, to demonstrate that prevention activities actually are effective.

10. Begin Discussion of Prioritization Recommendations

The Committee will begin to discuss the recommendation they will make to the Full Council regarding Prioritization and Allocation.

CM Soto indicated that this will be ongoing until the meetings in August.

CM Pearce asked for an update on the decision about attendance of the meeting dates and voting rights.

CM Thomas replied that the Council voted on it, and agreed to remind people as the time becomes closer.

CM Durio indicated that this means that anyone could miss the first day and show up for the second day.

CM Thomas stated that people will be using their own personal integrity and honesty. If people are determined to not review the data then there is nothing to be done. Trying to ensure that everyone has the same information and the opportunity to discuss it and have time to review it together. This has been an ongoing request for several years, and now it is this way, but if people want to get out of it and not play by the rules then that is their decision.

Committee agreed that there should be some level of personal responsibility and people are on the Council to do the work and if they don't believe in the work and don't want to do the work, and if considering not attending both days they should review why they are on the Council.

CM Allgaier asked if there had been a decision on whether the service categories of the Council or HRSA would be used. CM Thomas indicated they are waiting on the recommendations from the AIDS Office.

CM Thomas suggested that HRSA, Reggie, the AIDS Office, and the Planning Council are all using different service categories, and expressed the need to get one consistent set of categories.

Jack reviewed last conversation with Russ and updated Committee that the AIDS Office is reviewing those categories. **Jack agreed to follow up and determine from the AIDS Office the status of this matter.**

Committee agreed this needs to be on the June agenda, and someone needs to present the recommendations.

Committee discussed scheduling additional meetings to discuss recommendations. It is possible to discuss general issues now, but more work needs to be done before August to prepare for the Summit Meeting.

Jack reviewed that the Needs Assessment timeline ends soon, and initial data will be available in July.

Celinda commented that time to talk about recommendations with the changes in continuum that perhaps there needs to be discussion about how specific the recommendations need to be. Committee agreed that this Committee needs to put forth a set of strong recommendations, and there are many unknowns with pending changes in light of COEs and other matters.

11. Discuss Prioritization/Allocation Summit Meeting

The Committee will begin to make the preparations for the August Prioritization/Allocation Summit meeting including possible locations.

Jack reviewed that Council Support is looking for locations for the Summit Meeting and can circulate a list to Committee members. He indicated that there are not many locations that are available for weekend days, and the other consideration is cost.

CM Soto reminded Committee that a facilitator is needed also.

Jack explained that information on Fort Mason is available, but no prices available. The Unitarian Church is also an option.

Committee is planning for Full Council, public and AIDS Office for 80-100 people.

Committee discussed the skills necessary for an adequate facilitator, and suggested some criteria for identifying an acceptable facilitator, and someone who can manage the process rather than knowing the details of the content.

Jack asked if a facilitator would be needed for both days.

Committee suggested both days, and asked about what the budget allowed.

Jack advised Committee that the budget is looking very slim.

Committee discussed that requests to the AIDS Office needs to be submitted as soon as possible.

Jack asked whether those who gave presentations from the AIDS Office if they need to give an overview.

Committee agreed on the value of presentations that will help connect earlier presentations.

Committee discussed future meetings to work on these issues.

Committee discussed the summit binders and agreed to work with Council Support on the content of the binders.

Committee began discussion of how to format the summit meeting and agreed to continue discussion at the next Planning Committee meeting.

CM Pearce cautioned against having some presentations of data, such as Needs Assessment, that hijacks the rest of the meeting because it has more of an impact on Council Members than all the other data that has been presented throughout the year.

CM Allgaier agreed to keep data organized to show how it links to each other.

Jack reiterated that the Needs Assessment data will be preliminary and not too analyzed.

CM Durio asked for clarification that the first day will not be about regurgitating old data.

CM Pearce expressed that his thoughts were that there would be an overview.

CM Allgaier agreed that there would be an overview but not the focus of the day.

CM Thomas suggested writing out goals for each day of the summit meeting.

Celinda cautioned against having Council Members making assumptions and making direct correlations between Reggie and Needs Assessment. She stated these are different sets of data with different reference points.

12. Prioritization- Conflict of Interest- Training Update

Council Support will present an update on the Conflict of Interest training for Council members and discuss any other training needs with the committee.

Not discussed.

13. Next Meeting Date & Agenda Items

- *Continue review of severe need, special populations definition*
- *Begin Discussion of Prioritization Recommendations*
- *The Committee will discuss the recommendation they will make to the Full Council regarding Prioritization and Allocation.*
- *Continue discussion of Summit Meeting, Content and Format and AGENDA.*
- *Facilitation*
- *Someone to talk about Prevention Presentation.*
- *Information in Binders*

Meeting adjourned at 5:42 pm.

***Mission Statement:** The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

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HIV Health Services Planning Council
Planning Committee Draft Agenda
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25 Van Ness Ave., Room 330 A
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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
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3. Review/Approve Minutes – May 10, 2005	Group	3:34
4. Announcements	Group	3:36
5. Public Comment	Public	3:40
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	3:45
<ul style="list-style-type: none"> • Needs Assessment Working Group Update • Summary Sheets presentation to Planning on July 12th with the presentation to the Full Council at the 2nd July meeting. HHS will have providers review the summary sheets. 		
7. HAPN Presentation <i>The Committee will discuss/review the HAPN Presentation and decide on a date (either July 11 or July 25) for the presentation.</i>	Group	3:50
8. Discuss Prevention Update for June Council Meeting <i>The Committee will discuss the Prevention Update Presentation to the Full Council at the June meeting.</i>	Group	4:00
9. Eligibility, Severe Need & Special Populations Definition Discussion- VOTE <i>The Committee will continue discussion of Eligibility, Severe Need & Special Populations Definition and vote to forward any changes for Council approval.</i>	Group	4:10
10. Prioritization and Allocation Recommendations (Continued) <i>The Committee will determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.</i>	Group	4:20
11. Prioritization/Allocation Summit Meeting (Continued) <i>The Committee will continue discussion of the content and format of the August Prioritization/Allocation Summit meeting:</i>	Group	4:30

- *Developing the Agenda*
 - *Facilitation*
 - *Information for Binders*
- | | | | |
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| 12. | Service Category Definition – VOTE
<i>Following a presentation from the AIDS Office, the Committee will discuss HRSA Categories.</i> | Group | 4:45 |
| 13. | Three-Year Plan Timeline
<i>The Committee will develop a timeline for the next Three-Year Plan.</i> | Group | 5:15 |
| 13. | Next Meeting Date & Agenda Items | Group | 5:25 |

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Planning Committee Draft Minutes

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Committee Members Present: Laura Thomas (co-chair); Don Soto (co-chair); Billie-Jean Kanios; Margot Antonetty, Ken Pearce

Committee Members Absent: None

Other Council Members Present: Brad Hume, Chris Callandrillo; George Simmons

Council Support Present: Jack Newby, Skot Jonz

Others Present: Russ Zellers (SFDPH); Mike Smith (HAPN); Celinda Cantu

1. Introductions

CM Soto brought the meeting to order and began introductions.

2. Review/Approve Agenda

Committee reviewed the agenda. It was discussed and agreed to remove Item #9 for discussion at next month's meeting. No other changes were discussed and the agenda was approved by consensus.

3. Review/Approve Minutes – May 10, 2005

Committee reviewed the minutes from May 10, 2005 and approved the minutes by consensus.

4. Announcements

CM Kanios congratulated CM Thomas on her upcoming wedding.

5. Public Comment

There were no public comments.

6. Steering/ General Update

A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.

- *Needs Assessment Working Group Update*
- *Summary Sheets presentation to Planning on July 12th with the presentation to the Full Council at the 2nd July meeting. HHS will have providers review the summary sheets.*

CM Thomas provided an update on the activities of the Steering Committee. The group discussed other Steering Committee Activities.

Jack Newby provided an update on the Needs Assessment Working Group and the progress of the consultant, Harder+Co.

Russ Zellers indicated that the summary sheets will be available fairly soon.

7. HAPN Presentation

The Committee will discuss/review the HAPN Presentation and decide on a date (either July 11 or July 25) for the presentation.

Mike Smith presented an abbreviated version of his HAPN presentation for the Planning Council. A handout of his powerpoint slides was provided to those present and is available on file at Council Support Offices.

Committee discussed the format and content of the presentation, and addressed questions to Mr. Smith regarding alternative funding streams in light of anticipated 5% annual funding cuts. Committee discussed how agencies need to either decide how to exist with reduced funding or find funding from other sources. Agencies may need to consolidate services with other agencies, and/or find other ways to provide services to their clients.

There was also discussion regarding the delay in the CoE's startup, and HAPN will defer any recommendation regarding CoE's until they are operational. It was agreed that the Council needs to revisit the set-aside amount for the CoE's based on new information regarding existing services and Epi data.

CM Pearce brought up the fact that there will be some difficulty to look at past decisions and future funding, which seems like a setup for conflict.

Mr. Smith discussed the need to avoid a large rollover at the end of year.

CM Kanios reiterated the point that Prevention Council is looking at ways to avoid dependency on the AIDS Office, and suggests that CARE-funded agencies do the same thing by writing grants and seeking other funding.

CM Simmons discussed his frustration regarding the issue with Bay View Hunter's Point, after years of low funding in this area.

Mr. Smith indicated that HAPN would have come forward sooner, had the information been available sooner.

CM Callandrillo offered several suggestions regarding clarifying the presentation to lessen the amount of reaction at the Council Meeting. He also discussed ways to address cuts in funding and how to identify other sources of funding.

Russ Zellers expressed gratitude for the providers to come up with the recommendations.

Regarding the Bayview proposal, he indicated that the original proposal was analyzed by the AIDS Office. Regarding agencies seeking out other funding, a prior decision by the Planning Council dictated that no agency funding would be more than 70% from CARE funds.

Regarding unspent dollars, he indicated that there may be some money allocated to CoEs that is not spent, but as they get up and running the funds will be used.

CM Hume offered several suggestions for revisions to the presentation.

CM Thomas offered several editorial suggestions. CM Thomas also discussed how certain cuts could jeopardize an entire program. She added that agencies are acutely aware that government funding is not going to cover the cost of providing services, and that they are actively searching for ways to consolidate services or find other funding sources.

CM Pearce commented on his attendance at the last HAPN meeting, and suggested that HAPN members should be notified about the presentation.

Mr. Smith indicated that this discussion took longer than expected, and wonders if it should be allocated more time at the Full Council Meeting.

CM Thomas suggested that people may react to the recommendations more so than being presented with data alone. She indicated that it will be brought to Steering.

Committee discussed which July meeting the HAPN presentation should be. Committee agreed that the July 25 meeting would be more appropriate. Committee discussed that it might not be totally clear in the presentation regarding the difference between prioritization and allocation. Mr. Smith indicated that he would adjust the slides to highlight the distinctions.

8. Discuss Prevention Update for June Council Meeting

The Committee will discuss the Prevention Update Presentation to the Full Council at the June meeting.

CM Thomas reviewed with Committee her discussions with Tracey Packer about the Prevention presentation. One topic was Prevention with Positives, an update on prevention planning regarding priorities and issues, HIV reporting and potential impact on people testing; rapid testing and system outcomes, (i.e., how does this information show that the prevention efforts are working).

CM Pearce stated that he was at the Prevention meeting, and is part of Prevention with Positives, and he also reviewed the RFPs. He intimated that the data may not be ready in time for the presentation.

Jack Newby added that he and Tracey communicated about tentatively having the joint meeting with Prevention in September.

Committee discussed a mini-update with Prevention with Positives in June.

9. Eligibility, Severe Need & Special Populations Definition

Discussion- VOTE

The Committee will continue discussion of Eligibility, Severe Need & Special Populations Definition and vote to forward any changes for Council approval.

[This item removed from the agenda, and to be discussed at next month's meeting].

10. Prioritization and Allocation Recommendations (Continued)

The Committee will determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.

CM Thomas discussed that this committee would come up with starting points for the Council, and develop a process. She suggested a variety of ways to have smaller groups to discuss these issues. Committee discussed.

CM Pearce did not support a subgroup.

CM Thomas indicated that anything from a subcommittee would come to the Planning Committee prior to going to the Council. It is important to determine issues and recommendations for the Council.

CM Antonetty suggested that many changes made last year have not been implemented. She expressed hesitation in putting forward any great recommendations.

Celinda Cantu agreed not to make radical changes, and supported a smaller group to lay out the recommendations to bring something to Planning Committee. She confirmed that the presentation will be at the two-day summit.

CM Hume agreed with CM Antonetty about not changing much, unless the Needs Assessment points to something substantial. He discussed the matter with reconfiguring the budget line items with regard to housing case management.

Committee discussed beginning the process to address issues, whether firm recommendations are decided upon or not.

CM Soto expressed concern about breaking the work out to a smaller group, as the Council has had issues with having a small group making large decisions.

CM Simmons discussed his activities in the past regarding Planning Committee recommendations. Suggested that the recommendations be done among the full Planning Committee rather than a breakout group. He suggested that there are complaints if no recommendations are made, and complaints come when Council members feel that the recommendations of the Planning Committee are attempting to railroad their recommendations through.

Russ Zellers suggested that Epi data and budget information should be available to help pull together the discussion.

CM Antonetty discussed that DPH do an evaluation, and asked if it would be helpful to have powerpoint presentations, to compare last year's recommendations to this year's recommendations. She suggested that this Committee work on it together.

CM Simmons had questions regarding the recommendations regarding the Bayview CoE.

Jack brought up a process issue, regarding a smaller discussion or extra meetings, he recommends that they be noticed in line with the Brown Act and Sunshine Ordinance to avoid the feeling that decisions are being made without participation from everyone.

CM Thomas suggested that a large amount of time would be included on the next agenda to further hammer out the details regarding the recommendations.

11. Prioritization/Allocation Summit Meeting (Continued)

The Committee will continue discussion of the content and format of the August Prioritization/Allocation Summit meeting:

- *Developing the Agenda*
- *Facilitation*
- *Information for Binders*

Jack provided information regarding the receipt of resumes and other information about hiring a facilitator and asked for guidance from the Committee.

CM Thomas stated that she would like the facilitator to be present at the Council meeting prior to prioritization, and to attend the two-day summit, as well as a meeting with Council Support. Desired qualifications include: familiarity with HRSA criteria, Title I process, and good with group Process, and experience with facilitation, as well as a handle on prioritization and allocation.

Committee discussed format and structure of the two-day summit and began developing the agenda, the recommendations, and the role of the facilitator.

Committee discussed the need for binders. **ACTION: Committee would like Council Support to work on compiling information for binders.**

Committee discussed relinquishing the job of identifying a qualified facilitator to Jack Newby. Committee agreed that Jack would weed through the potential candidates and pass on resumes to Committee as they become available for review.

ACTION: CM Thomas asked for Council Support to put together a draft Table of Contents for the binders to review at the next meeting.

Celinda suggested that potential facilitators be questioned about any potential conflict of interest with Council Members.

Russ Zellers suggested finding someone who can do this in future years, to develop a history.

12. Service Category Definition – VOTE

Following a presentation from the AIDS Office, the Committee will discuss HRSA Categories.

Russ Zellers distributed documents to help clarify the recommendations. The documents are entitled “Allocation Budget for HRSA -- HRSA and Current Local Sub-Categories” and “Recommendations for Use of HRSA Service Categories.” He stated that there is movement to use the HRSA categories, and acknowledged that the Council has some additional subcategories.

He stated that the AIDS Office is not suggesting elimination of the Council’s subcategories, but reducing the number of them would be helpful. Russ Zellers reviewed the handouts (on file at Council Support Offices). Committee discussed.

Russ Zellers indicated that something could be put in place, for example, to hold harmless Housing Case Management funds.

For prioritization, it was agreed to use the HRSA categories. Then for the actual budget allocation, the more specific subcategories could be used.

Committee discussed the HRSA Categories for Home Health, professional care, para-professional care, and specialized care.

CM Pearce asked about several categories, such as congregant meals, which committee agreed is no longer a funded item. He inquired about how to break out certain categories and then put them back.

CM Thomas discussed the purpose is for the Council and HRSA to be on the same page with regard to using service categories. With the Needs Assessment, Reggie, the budget, and prioritization all using different service categories causes too much confusion, and it is necessary to clean it up and come up with a way to move the Council on to HRSA’s list for prioritization purposes, and use more detail and subcategories for the purpose of allocation. Committee discussed that Money Management, Mental Health, Case Management, and Housing are categories that may present difficulty in prioritizing because of the numerous subcategories.

The two options include:

- Use HRSA categories for prioritization, allocation, and funding scenarios, and all reporting to HRSA and to the Planning Council. Can still make recommendations by subcategories, but will be more complicated and difficult, but can be done. Will create an obstacle in terms of flexibility.
- Use HRSA categories for prioritization and reporting to HRSA, and use Local Categories and subcategories for allocation and funding scenarios, and reporting to the Planning Council. Final budget for vote, and the AIDS Office has the ability to move money within categories. Direction can still be provided to the AIDS Office on how best to meet the priorities and allocations, based on subcategories.

Currently in mental health, there are three subcategories. With one category of mental health it would be voted on as one item for prioritization. As well, it would be allocated as one item.

The AIDS Office can make decisions with regard to funding, and all reporting from HRSA or to HRSA could be done based on their categories.

With the second option, mental health would be reported to HRSA as the main category, but in terms of reporting allocations and funding scenarios, the subcategories could be used.

Russ Zellers indicated that Option 1 is easier to administer, but Option 2 is more like the one that the AIDS Office is leaning towards.

CM Simmons agreed that Option 2 seems easier.

CM Soto expressed support for Option 2 and allows for more flexibility, is more comfortable and more visible.

CM Antonetty also agreed, and supports Option 2, and suggested that there is always a struggle to differentiate between prioritization and allocation.

CM Pearce disagreed, and suggested that Option 1 was preferable to him.

CM Callandrillo discussed that Option 2 offers more benefits and flexibility. He brought up issues with regard to moving money within a HRSA category.

CM Simmons discussed three mental health categories, and one with under spent money could be moved into the other subcategories.

Committee discussed the need to have the AIDS Office be able to move funds without Council approval, and wants to avoid changing this. The AIDS Office already has the authority to do this.

Committee seemed mostly in support of Option 2.

CM Soto put Option 2 on the table as a motion.

CM Antonetty seconded.

All those in favor 6. One opposed.

ACTION: Put on Steering Committee to go to the June Council Meeting.

13. Three-Year Plan Timeline

The Committee will develop a timeline for the next Three-Year Plan.

There was insufficient time to address this agenda item in detail. CM Soto suggested that Committee Members review the three-year plan and prepare to discuss.

Jack discussed that there needs to be a philosophical discussion about the many goals and objectives contained within the three-year plan.

14. Next Meeting Date & Agenda Items

Prioritization and Allocation Recommendations (Continued)

Eligibility, Severe Need & Special Populations Definition - VOTE

Discuss Prioritization/Allocation Summit Meeting (Continued)

Developing the Agenda, Facilitation, Information for Binders

Three-Year Plan Timeline

Meeting adjourned at 5:50 pm.

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HIV Health Services Planning Council
Planning Committee Draft AgendaTuesday, July 12, 2005
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.

07-11-05 AM 15 KLV

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes – June 14, 2005	Group	3:34
4. Announcements	Group	3:36
5. Public Comment	Public	3:40
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	3:45
7. Summary Sheets Presentation <i>The AIDS Office will present Committee members with the latest information regarding the Summary Sheets. The Committee will discuss.</i>	Russ Zellers/Group	3:55
8. HRSA Service Category Definition (Continued) - VOTE <i>The Committee will have a follow-up discussion on HRSA Categories based on discussions on the Service Category Presentation at the July 11 Council meeting. The Committee may vote whether to approve the new service category definitions.</i>	Group	4:10
9. Eligibility, Severe Need & Special Populations Definition Discussion- VOTE <i>The Committee will continue discussion of Eligibility, Severe Need & Special Populations Definition and vote to forward any changes for Council approval.</i>	Group	4:15
10. Prioritization and Allocation Recommendations (Continued) <i>The Committee will determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.</i>	Group	4:40
11. Prioritization/Allocation Summit Meeting (Continued) <i>The Committee will continue discussion of the content and format of the August Prioritization/Allocation Summit meeting:</i>	Group	5:00
<ul style="list-style-type: none"> • Developing the Agenda • Facilitation • Information for Binders, including draft Table of Contents 		

- | | | | |
|-----|---|-------|------|
| 12. | Three-Year Plan Timeline | Group | 5:15 |
| | <i>The Committee will develop a timeline for the next Three-Year Plan based on feedback received from the Evaluation Committee's evaluation of the current Three-Year Plan.</i> | | |
| 13. | Next Meeting Date & Agenda Items | Group | 5:25 |

Mission Statement: *The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

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730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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**HIV Health Services Planning Council
Planning Committee Draft MINUTES
Tuesday, July 12, 2005
25 Van Ness Ave., Room 330 A
3:30 p.m. – 5:30 p.m.**

Committee Members Present: Laura Thomas (co-chair); Don Soto (co-chair); Billie-Jean Kanios; Ken Pearce, Chris Callandrillo

Committee Members Absent: Margot Antonetty, Ellen Sweetin

Other Council Members Present: Randy Allgaier

Council Support Present: Jack Newby, Hyla Breidenbaugh

Others Present: Celinda Cantu, Russ Zellers, Mike Smith

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1. Introductions

CM Soto began the meeting with introductions at 3:40 pm.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus with the following changes:

- Item 8 will not be voted on.
- Item 9 will be deleted.

3. Review/Approve Minutes –June 14, 2005

The June 14, 2005 minutes were reviewed and approved by consensus.

4. Announcements

- None

5. Public Comment

- None

6. Steering/ General Update

CM Thomas gave a monthly update of the Steering Committee activities.

CS Newby mentioned that the agenda will be packed for the Full Planning Council meeting on July 25th. He also gave an update on the Counties Working Group.

7. HRSA Service Category Definition (Continued) -

CM Soto started a follow-up discussion on HRSA Categories based on discussions on the Service Category Presentation at the July 11 Council meeting. The committee then began discussing Bayview and expenses.

The committee discussed a 2.6% allocation reduction across the board and whether or not the AIDS Office decides or the Planning Council decides where to allocate the money. The Planning Council can prioritize where they want the money allocated.

The group discussed how politics usually plays a part in the outcome. It was agreed that it will be an emotional discussion and that it will be hard.

The idea of looking at the whole system was discussed.

The understanding in the community that there was funding that the Planning Council agreed to was discussed and council members asked for some clarification. Russ Zellers tried to explain and clarify the following and group discussion continued.

- RFP renewal

- Funding COEs
- The Planning Council's ability to change the money allocation and that it would not be wise.
- Well-funded COE in Bayview/Hunter's Point. It was what the council wanted, but now there doesn't seem to be many clients. The Planning Council will see over time if there are enough clients.
- A huge shift in how the Planning Council was committed to the COE, but now they are not.
- New requirements that have to be funded.

8. Summary Sheets Presentation

Russ Zellers, The AIDS Office passed out a draft report and presented the committee members with the latest information regarding the Summary Sheets.^{1, 2}

The Committee began a discussion regarding the draft Summary Sheets and a discrepancy that happened last year because some people listed that they provided services over the 100% mark which skewed the results.

The group reviewed the Major Trends addendum and suggested changes. The following items were discussed or commented on:

- The amount of people living with HIV.
- Contract percentages and if they would stay at 100%.
- The summary sheets and how they help to figure out where there is a lot of funding that the Planning Council can take from.
- The needs assessment and how it will provide more information.
- Item #11 targeted only one center and other services that are not just HIV/AIDS related.
- Item #9- Addressing cross/discipline
- Item #5 is too broad
- Adding Women's issues and Title III and IV
- Mentioning other funding sources other than the Planning Council.

Action: CS Newby is getting the amounts of other funding sources and just trying to put it all together.

What kind of presentation Russ Zellers will be giving at the next Planning Council meeting was discussed and how much time he will need. He wants to show a DVD, but the council members were concerned about how it would work.

9. Eligibility, Sever Need & Special Populations Definitions

[This item was removed from the agenda, and is to be discussed at next month's meeting].

10. Prioritization and Allocation Recommendations (Continued) Group

[This item was not discussed due to lack of time, and is to be discussed at next month's meeting].

11. Prioritization/Allocation Summit Meeting (Continued)

The Committee continued discussion of the content and format of the August Prioritization/Allocation Summit meeting. The following items were discussed:

- **Developing the Agenda**
 - Presentation, then break into smaller groups
 - Epidemiology have it explained by an expert
 - Review HRSA Categories

¹ [See Draft Summary Sheets 2005; on file at the Planning Council]

² [See Major Trends Identified by HIV Health Services Staff Addendum to Summary Sheets; on file at the Planning Council.]

- A list of priorities for people to think about throughout the day. They can move them around and number each item themselves after each presentation.
- Priority Setting with Allocation explanation is needed.
 - Is more time needed for prioritization or for allocation?
 - Money attached to priorities and then later with the allocation was discussed. The more they are separated, the easier it will be.
 - A ranked list.
 - Scenarios on the allocation categories. People are afraid of funding getting cut so they put them higher on the list of priorities. More discussion about the categories.
- Breaking council members into assigned groups so that there is a mixture.
- Leadership within the groups and balance. It was decided to pick the leaders.
- Clear statement at the beginning so that everyone remembers what we are doing.
- Reviewing data and figure out which presentation to review.
- End of Day-Service Priorities
- Public-Mention what they are allowed to participate in, or just observe.
- **Facilitation**
 - CS Newby presented the three candidates and recommended the one he thought would be the best facilitator out of the three.
- **Information for Binders, including draft Table of Contents**
 - Needs Assessment - add
 - Include the counties as separate columns
 - Evaluation Committee has a rough draft for the Three-Year Plan.
 - Funding Scenarios changed to Allocation Funding Scenarios
 - Reggie Data-confirmed that updated information would be added to the binder.
 - RFP should be added
 - Severe Need- Celinda Cantu updated the group on where they are.
- **A place has been reserved.**
 - The Gay & Lesbian Center
 - Time 10-6pm, morning break, lunch break & afternoon break
 - **Name tags with LARGE print.**
 - Ground rules, what brought them here/personal
 - Different people think and learn in different ways. A discussion about how to go about this followed. CS Newby will be discussing this with the facilitator.
 - **Large visuals.**

Action: CS Newby to type up draft agenda and email it to Laura Thomas.

12. Three-Year Plan Timeline

The Committee will develop a timeline for the next Three-Year Plan based on feedback received from the Evaluation Committee's evaluation of the current Three-Year Plan.

[This item was not discussed because there has not been enough time for feedback.]

13. Comprehensive Plan-

CS Newby stated that the council just found out that the Comprehensive Plan has to be in by January 3rd, 2006. The group discussed how the plan would get done. CS Newby would like to start work on the Comprehensive Plan at the next meeting.

14. Next Meeting Date & Agenda Items

July 26th

2:30 – 4:30 pm

- Agenda for summit
- Eligibility, Severe Need & Special Populations Definition
Discussion- VOTE
The Committee will continue discussion of Eligibility, Severe Need & Special Populations Definition and vote to forward any changes for Council approval.
- Prioritization and Allocation Recommendations (Continued) Group
The Committee will determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.
- Comprehensive Plan

Meeting adjourned 6:40pm.

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HIV Health Services Planning Council
 Planning Committee Draft Agenda
 Tuesday, July 26, 2005
 25 Van Ness Ave., Room 330 B
 2:30 – 4:30 pm

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	2:30
2. Review/Approve Agenda	Group	2:32
3. Review/Approve Minutes – <i>July 12, 2005</i>	Group	2:34
4. Announcements	Group	2:36
5. Public Comment	Public	2:40
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	2:45
7. Eligibility, Severe Need & Special Populations Definition Discussion- VOTE <i>The Committee will continue discussion of Eligibility, Severe Need & Special Populations Definition and vote to forward any changes for Council approval.</i>	Group	2:50
8. Prioritization and Allocation Recommendations (Continued) VOTE <i>The Committee will determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.</i>	Group	3:15
9. Prioritization/Allocation Summit Meeting (Continued) <i>The Committee will continue discussion of the content and format of the August Prioritization/Allocation Summit meeting:</i> <ul style="list-style-type: none"> • <i>Developing the Agenda</i> • <i>Facilitation</i> • <i>Information for Binders, including draft Table of Contents</i> 	Group	3:45
10. Comprehensive Plan Timeline <i>The Committee will develop a timeline for the next Comprehensive Plan based on feedback received from the Evaluation Committee's evaluation of the current Three-Year Plan.</i>	Group	4:15
11. Next Meeting Date & Agenda Items	Group	4:25

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- San Francisco

HIV Health Services Planning Council
Planning Committee Draft MINUTES
Tuesday, July 26, 2005
25 Van Ness Ave., Room 330 B
2:30 – 4:30 pm

Committee Members Present: Laura Thomas (co-chair); Don Soto (co-chair); Billie-Jean Kanios; Chris Callandrillo, Ken Pearce

Committee Members Absent: Margot Antonetty, Ellen Sweetin

Other Council Members Present: Randy Allgaier, George Simmons

Council Support Present: Jack Newby, Hyla Breidenbaugh

Others Present: Celinda Cantu

1. Introductions

CM Soto began the meeting at 2:40 PM.

2. Review/Approve Agenda

The Agenda was reviewed, but there was no quorum at the beginning, so it was approved at the end of the meeting

3. Review/Approve Minutes – July 12, 2005

The July 12, 2005 Minutes were reviewed, but there was no quorum at the beginning, so they were approved at the end of the meeting.

4. Announcements

CM Simmons meets one more time with the Membership Committee and then he will return to the Planning Committee.

5. Public Comment

None

6. Steering/ General Update

CM Thomas gave an update of the Steering Committee activities, discussions and other Council/ Committee Updates. The Housing Working Group was talked about. CS Newby mentioned the Counties Working Group's timeline. The group discussed the Marin and San Mateo County presentations and will send a group to review.

7. Eligibility, Severe Need & Special Populations Definition

The committee discussed putting off voting on Eligibility, Severe Need & Special Populations so that the committee can take a more detailed look and more time for discussion. There was discussion of meeting eligibility requirements and how the Council can make clarifications.

The question was raised about "What are the conditions that are a barrier to CARE?"

The committee decided not to vote at this meeting and to keep the old statement for now.

8. Prioritization and Allocation Recommendations (Continued) VOTE

The committee discussed additional recommendations to be made to the Full Council regarding Prioritization and Allocation.

• A Prioritization list of service categories

The group discussed whether to have all HRSA categories, or just the categories that are funded for prioritization. How the ranking should work was discussed. Suggestions were made such as listing the prior year's category rankings. The group talked about how prioritization worked last year and what obstacles they can expect. There was concern about prioritizing the categories that have not been funded in years because of wasting time. Writing in categories was discussed. A process of how to approach controversial services was talked about. Last year there was no framework. How to keep the summit moving along was talked about. The group agreed that the categories that have been funded in previous years needs to be the list to start with.

Looking at the entire EMA and the services that have been funded in the past was discussed. The committee talked about a priority list that shows what services were funded in the EMA last year. It was suggested that one column be in alpha order with asterisks for the services that were county specific. The question was asked about why San Mateo and Marin County Council members vote on prioritizing San Francisco County, but San Francisco County Council members don't vote on the other two counties. CS Newby responded that the Planning Council may decide if they want to not let the other two counties vote on San Francisco prioritization, but that is not how it has been.

How Council members feel about the process was talked about.

CS Newby mentioned clarifying COEs and HRSA categories. The group discussed COEs. Southeast Corridor (aka Bayview) and discussion of the set-aside allocation and how to handle adding it back into the general COE. The group also discussed how there was misunderstanding regarding the Southeast Corridor.

There was more discussion about the RFP from the AIDS Office and funding of COEs. The following were some of the suggestions:

- Keep the funding the same until the COEs have been up and running.
- Maintain the current funding for the COE category because they are all start-ups and come back to it next year.

There was more discussion about the set-aside allocation for the Southeast Corridor last year and how there could still be flexibility to be able to shift money around at a later time.

It was suggested to not make a recommendation from the Planning Committee.

The committee decided to come back to the recommendations at the next meeting because there did not seem to be a consensus.

9. Prioritization/Allocation Summit Meeting (Continued)

The committee continued discussion of the content and format of the August Prioritization/Allocation Summit meeting:

- Developing the Agenda
Looks good.
Giving more time for allocation was suggested.
- A Prioritization List of Service Categories Format
The front side should be a ballot sheet and the other side lists all the categories. The categories will include their previous prioritization history.
It was agreed to have two sides to the list and to have a draft copy for the group to look at next meeting.
- Facilitation
Facilitators for all the groups was suggested and discussed. The group agreed that facilitators would be good to have.
How to move forward yet let Council members say what they want to say was discussed.
- Observers
The group talked about other attendees such as the AIDS Office staff and what their roles are.
The group decided to discuss further at next meeting.
- Information for Binders, including draft Table of Contents
CS Newby talked about the binders and that Council Support is waiting on some of the committees to turn in documents.

10. Comprehensive Plan Timeline

The committee discussed developing a timeline for the next Comprehensive Plan. The structure of the working groups was discussed.

11. Next Meeting Date & Agenda Items

- August 9th 3:30-5:30, room 330B
- August 22nd 4-6pm (TBD)

Action: CM THOMAS will send out the Draft Service Report.

- -Preview the Binder-co chairs

Adjourned by CM Soto 4:45 PM.

- San Francisco -
HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, August 9, 2005
25 Van Ness Ave., Room 330 B
3:30 – 5:30 pm

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve Minutes – July 26, 2005	Group	3:34
4. Announcements	Group	3:36
5. Public Comment	Public	3:40
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	3:45
7. Prioritization/Allocation Summit Meeting (Continued) <i>The Committee will continue discussion of the content and format of the August Prioritization/Allocation Summit meeting and discuss the facilitation with the Consultant, Susan Strong.</i>	Group	3:50
8. Prioritization and Allocation Recommendations (Continued) VOTE <i>The Committee will continue to determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.</i>	Group	4:05
9. Comprehensive Plan Update <i>Council Support will give a brief on the status of the Comprehensive Plan Process.</i>	Council Support	5:05
10. Next Meeting Date & Agenda Items <i>August 22nd, 4-6 p.m., 25 Van Ness Room 330B</i>	Group	5:25

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HIV Health Services Planning Council
Planning Committee Draft MINUTES
Tuesday, August 9, 2005
25 Van Ness Ave., Room 330 B
3:30 – 5:30 pm

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AUG 18 2005

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Committee Members Present: Laura Thomas (co-chair); Don Soto (co-chair); Billie-Jean Kanios, Ken Pearce, Chris Callandrillo, Margot Antonetty

Committee Members Absent: Ellen Sweetin

Other Council Members Present: Randy Allgaier, George Simmons, Charles Siron, Raymond Banks

Council Support Present: Jack Newby, Skot Jonz

Others Present: Russ Zellers (Health Services), Celinda Cantu, Susan Strong (facilitator); Robert Whirry (Comprehensive Plan consultant)

1. Introductions

CM Thomas called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda and approved it.

3. Review/Approve Minutes – July 26, 2005

Committee reviewed the minutes from July 26, 2005 and the minutes were approved by consensus.

4. Announcements

CM Kanios announced the upcoming Community Meeting scheduled tomorrow at Walden House targeting the transgender community.

5. Public Comment

None.

6. Steering/ General Update

A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.

CM Thomas provided an update on the Steering Committee activities and discussions. It was agreed that Planning Committee has met since the last Steering Committee meeting and there was nothing new to discuss.

7. Prioritization/Allocation Summit Meeting (Continued)

The Committee will continue discussion of the content and format of the August Prioritization/Allocation Summit meeting and discuss the facilitation with the Consultant, Susan Strong.

Council Director, Jack Newby, reviewed the agenda for the summit and the documents to be included in the binder. The full epidemiology report from the City will also be included in the binder. The conflict of interest policy and Council Member conflicts matrix will be included

in the binder. Jack reviewed the remainder of the documents in the binder and asked Committee to review and discuss whether there are additional documents to be included.

Documents still unavailable but should be arriving soon, include:

- **Corrections on codes and other issues to be provided by Celinda Cantu from Reggie as soon as possible.**
- **Needs Assessment and Community Forum Report to be provided by Harder + Co.**
- **Final Counties Budget Information**
- **AIDS Office Budget**
- **Any further modifications to the Draft Evaluation of the Three Year Plan**
- **Past two-three years of approved budgets for comparison**

Others to consider include:

Introductory Executive Summary and one-page summaries for each section

CM Thomas distributed and discussed a document that includes HRSA Service Categories on the front with local Sub-categories listed. On the back side is a list of these categories, as well as a list of HRSA-defined Core services.

Committee reviewed and discussed the Service Category List and CM Thomas agreed to forward the revisions to Council Support for copying.

Committee discussed the issue regarding Centers of Excellence and indicated there would be a separate category but it would not be ranked because it does not actually exist as a HRSA category.

Committee discussed expectations of Council Members and how to control public comment which will be limited to the designated public comment items of the agendas. AIDS Office staff can provide information and data, and will be treated differently from the members of the public. Public will not be allowed to participate in the small breakout groups. Council Support discussed the meeting space and the availability of public comment podium and microphone, as well as space for the breakout groups.

Mr. Zellers asked about the expectations of HHS Staff. Jack replied that Mr. Zellers, Dean, Celinda, and staff from Harder & Co. will be available to provide information and data. HHS Staff, H+Co. and Council Support staff will be monitoring each small breakout group to be available to answer questions. The committee discussed the changes in the decision to have official facilitators for the groups, especially HHS and Harder +Co. who felt that it would unduly influence the groups. Council Support and senior Council Members can be available to facilitate as necessary. Being official facilitators might prohibit certain Council Members from being able to participate.

Committee discussed having a recorder and report-back person for each breakout group. Committee discussed the drawbacks of a "wandering facilitator" and seemed to agree that the facilitator needs to be present throughout the entire meeting of the subgroup to maintain order. CM Callandrillo mentioned that it is a good idea to determine the members of the subgroups thoughtfully, and let the groups decide who will be note-taker, facilitator, speaker, reporter,

etc. and Susan, the main group facilitator and Council Support will be available for additional facilitation as necessary to keep the groups moving.

CM Pearce reported that he had put together the members of the subgroups based on a balance of HIV+, personalities, and other issues. Council Support indicated that no changes had been made to the list prepared by CM Pearce.

CM Pearce made a motion that Jack and Susan will be process facilitators.

HHS Staff and H+Co. will be content monitors.

Each group will be responsible for deciding how to determine the roles of each person in the groups.

Motion seconded.

All in favor of the motion made by CM Pearce. None opposed. Unanimous.

The tentative list of small groups was passed around the table for review. Committee members were given the opportunity to make comments on the list as drafted.

Committee discussed how to go back and forth between Susan, the group facilitator, and the co-chairs who will adhere to Robert's Rules of Order.

ACTION: Committee discussed the use of color-coded name tags to help distinguish the members of each subgroup.

Committee discussed the nature of the "ice-breaker" exercise. CM Thomas suggested that this could be a brief introduction of Council Members (1-2 minutes) explaining why they joined the Council and some other ideas of their motivations and concerns. The goal is to have some sort of minor team-building. Committee discussed options and agreed to leave it up to Susan to decide how to format this introductory exercise.

ACTION: Change this from "ice-breaker" to "introductions".

ACTION: Update the agenda and provide new draft to Susan.

8. Prioritization and Allocation Recommendations (Continued) VOTE

The Committee will continue to determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.

CM Thomas and CM Soto discussed additional recommendation to be made to the Full Council, specifically a set of motions from Planning Committee.

Another included a motion to create a housing case management category.

Russ Zellers asked if anyone would be giving an update on the reauthorization issue and how that might affect San Francisco. CM Thomas suggested adding something at the end of the second day, but discussing it ahead of time based on unknowns could be unproductive.

Committee discussed at length whether the changes proposed could affect San Francisco, and how that should be considered with regard to COE's being held harmless, and deciding on prioritization for other services.

CM Simmons made several suggestions for how to address the issue, and added that it is likely to come up at Prioritization and the Committee should be clear on the matter and be prepared.

CM Allgaier commented on the reauthorization issue, and realized that it will add confusion to have people go into that issue at the time of prioritization. It could also lead to becoming a dominant issue overshadowing the rest of the meeting. The priorities and allocation decisions are made on current data available, the needs assessment, summary sheets, and other sources rather than possible future cuts with reauthorization.

CM Callandrillo agreed with Mr. Zellers that it could be helpful to know how much the cuts will be, but there is no way to know that. He suggested having some sort of process or methodology for everyone to work with together and move ahead with a common framework. CM Simmons clarified his concerns regarding COE's and suggested treating all categories equally, with lower categories not taking higher percentage cuts while COEs receive none or are held harmless from cuts or elimination.

CM Pearce suggested a clearer definition list for such things as "hold harmless" and "holdout" and "set-aside" and "Bayview Hunter's Point" versus "Southeast Corridor". He reviewed his research on the confusion regarding these definitions and suggested clarity and understanding. Committee discussed whether there was a need for a glossary.

Mr. Whirry responded to Committee about being careful not to send a message to HRSA that SFEMA could cope with large cuts by developing scenarios for such cuts.

Jack agreed that it needs to be clear when it comes time for a vote and perhaps writing out specifically what the motion being voted on is worded, so there is no confusion about the discussion and the actual vote. He also added that it would be helpful to have some framework so people are working with current data rather than speculative proposals.

Susan suggested that the Council would be wise to begin thinking about future cuts, but not necessarily assume that the worst-case scenario is actually going to be reality. She suggested reviewing past decisions on funding scenarios cuts and working from there. She suggested that the Bush Administration proposal will unduly color the discussions planned for the day of prioritization and allocation and should not be a focus and only briefly discussed, if at all.

CM Thomas continued the discussion about how this should go to the Council level regarding core services, tiered system, across-the-board, eliminate some service categories, or protect some, none eliminated or none protected. She offered several ideas for committee members to think about regarding funding scenarios. Committee agreed to discuss this further at the next Planning Committee meeting scheduled for August 22, and to come with motions.

CM Banks arrived to the meeting late and asked if there were any motions or proposals regarding the Bayview Hunter's Point COE and how to use Unfunds amounts.

CM Thomas explained that there were no motions, and informed CM Banks that she had just instructed committee members to bring motions to the next meeting.

9. Comprehensive Plan Update

Council Support will give a brief on the status of the Comprehensive Plan Process.

CM Thomas reviewed the latest developments that had occurred regarding the need to write a Comprehensive Plan. She introduced Robert Whirry who is the consultant hired to write the Comprehensive Plan. He explained that it is the task of the Council to develop the content of the plan but the duty of the AIDS Office to actually write it.

CM Thomas explained that the Comprehensive Plan is due January 1, 2006. Committee agreed that it is an absurd deadline and that there are only a few Council meetings after prioritization to provide input. She explained that it is necessary to decide which tasks will

happen at work group level, which tasks at the planning committee level, and which at the Council level. She explained that it is necessary to get the working group started. Jack added that it is important to get the list of volunteers, and determine if it should also include community members or whoever.

Committee discussed that there is limited time to develop a strategic plan, but this needs to be done as thoughtfully as possible given the time constraints to adhere to HRSA's request. A broader more comprehensive plan could be developed, but it is unlikely that this can happen at this point due to the lack of time to complete it.

Mr. Whirry suggested that the draft needs to be done in mid-November for final review in December. That leaves the October Council meeting to make many of the decisions.

CM Banks asked if there could be a bibliography included in the Comprehensive Plan. Mr. Whirry agreed that it definitely would be included.

Mr. Whirry discussed HRSA's Comprehensive Plan outline and commented that they also suggested it be less than 100 pages, ideally less than 80 pages. He reviewed the Outline and ideas for the group planning process (copy on file at Council Support Offices).

Mr. Whirry suggested that the Committee decide which of these tasks should be directed to the Council as a whole, and which to the working group. Committee discussed.

Potential members of the Comprehensive Plan Working Group include: Randy Allgaier, Charles Siron, Robert Oropeza, Don Soto, Chris Callandrillo, George Simmons, Mark Molnar, Bill Blum, Dorothy Kleffner, Billie-Jean Kanios, Laura Thomas. Other Council Members should be given an opportunity to participate.

ACTION: Jack Newby indicated that an email would be sent to all Council Members requesting feedback on preferred dates. It was also agreed by Committee members that the working group would not meet prior to prioritization.

ACTION: The October Planning Council Meeting should include a large amount of time dedicated to the Comprehensive Plan as well as the November Council Meeting.

10. Next Meeting Date & Agenda Items

August 22nd, 4-6 p.m., 25 Van Ness Room330B

Recommendations – VOTE

Budget

Funding Scenarios

Moving Categories (including COEs)

Mission Statement: *The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

HIV Health Services Planning Council
 Planning Committee Draft Agenda
 Monday, August 22, 2005
 25 Van Ness Ave., Room 330 B
 4:00 p.m. – 6:00 p.m.

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Item	Presenter	Time
1. Introductions	Group	4:00
2. Review Approve Agenda	Group	4:02
3. Review/Approve Minutes	Group	4:04
<i>Approve Minutes for August 9, 2005 Meeting.</i>		
4. Announcements	Group	4:06
5. Public Comment	Public	4:10
6. Steering General Update	Group	4:15
<i>A monthly update of the Steering Committee activities and discussions and any other Council Committee Updates.</i>		
7. Needs Assessment Report Presentation	Harder & Co. Group	4:20
<i>The committee will review and discuss the draft Needs Assessment Report.</i>		
8. Moving Merging Service Categories- VOTE	Group	4:40
<i>The committee will discuss merging some of the service categories.</i>		
9. Prioritization and Allocation Recommendations (Continued)	Group	4:55
<i>The Committee will continue to determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.</i>		
10. Funding Scenarios Recommendations (Continued) VOTE	Group	5:30
<i>The Committee will determine recommendations to be made to the Full Council regarding funding scenarios.</i>		
11. Review Small Group Assignments	Group	5:50
<i>The Committee will review and make changes to the small group assignments for the Prioritization and Allocation meeting.</i>		
12. Next Meeting Date & Agenda Items	Group	5:55
<i>August 22nd, 4-6 p.m., 25 Van Ness Room330B</i>		

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- San Francisco
HIV Health Services Planning Council
Planning Committee Draft Minutes
Monday, August 22, 2005
25 Van Ness Ave., Room 330 B
4:00 – 6:00 pm

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Committee Members Present: Billie-Jean Kanios, Don Soto, Ken Pearce, Ellen Sweetin, Margot Antonetty

Committee Members Absent: Laura Thomas (co-chair), Chris Callandrillo

Other Council Members Present: George Simmons, Raymond Banks

Others Present: Susan Strong (Prioritization facilitator), Allison Westin, Erika Takada, Michelle Long

Council Support Present: Jack Newby, Skot Jonz

1. Introductions

Co-chair Soto called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

Co-chair Soto asked committee members to review the agenda. There were no objections to the agenda and it was approved by consensus.

3. Review/Approve Minutes – August 9, 2005

Co-chair Soto asked for feedback on the minutes from August 9, 2005. CM Pearce moved to approved the minutes. CM Kanios seconded. All were in favor of approving the minutes.

4. Announcements

There were no announcements.

5. Public Comment

There were no public comments.

6. Steering/ General Update

A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.

CM Soto reviewed the draft minutes from the Steering Committee meeting. He asked if anyone present had further details.

7. Needs Assessment Report Presentation

The committee will review and discuss the draft Needs Assessment Report.

Allison and Erika from Harder + Co. provided a report on the Needs Assessment and reviewed the latest draft of the report that was distributed to Council Members last Friday. (copy on file at Council Support Offices). She emphasized that the report is still in draft form, there are remaining sections that need to be flushed out. She added that the completed report will be provided to all Council Members at the Prioritization meeting on Friday, August 26.

Committee members reviewed the draft report and made comments.

Erika distributed an example of the service utilization data that will be provided at the prioritization meetings. (Copy on file at Council Support Offices). Each service category will have similar individual sheets. Allison also communicated to committee members that there will be more flushed out narrative provided to help explain some of these issues.

Both Allison and Erika explained how the final report will be bound with tab separators and special instructions for how to best utilize the data. The purpose of their presentation will highlight some of the key findings. Additionally, an explanation of the methods used to obtain the data will be provided.

Erika emphasized to committee members that they are providing the data for council members to make their own conclusions, and they are not presenting the report in a manner to influence or sway the interpretation of the data.

The out of care population and severe need population will be focused on in the presentation, since this has been identified as a priority by council members.

Allison added that in addition to the data provided, there will also be narrative included regarding pitfalls of the provider survey, as well as any issues that need to be addressed in future needs assessments (such as follow-up on provider surveys, allowing more time for focus groups, allowing more time for turnaround of the report, etc.).

Allison encouraged anyone to attend the presentation review later this week, or to email comments by Thursday 10 a.m. She also invited anyone to email comments, questions, or concerns. She added that there have been several meetings over the past weeks where anyone could have come to provide their input.

8. Moving/ Merging Service Categories- VOTE

The committee will discuss merging some of the service categories.

CM Soto reviewed the matter regarding moving/merging service categories. One primary concern was the change to move case management, to "housing case management." Nobody else was aware of any other categories to be moved or merged.

CM Antonetty distributed a draft "Subcategory Reassignment Proposal" (copy on file at Council Support Offices) and reviewed with committee. Committee discussed. CM Antonetty informed committee members that the HRSA Consultant will be providing his report this Thursday via a conference call at the Housing Working Group meeting.

CM Simmons stated his conflicts, since his agency provides housing services. He moved to approve this proposal and forward to the Planning Council to be voted on and adopted.

CM Pearce seconded.

Committee discussed.

Michelle Long expressed concern about creating a burden on the fiscal staff each time a subcategory is created. She did not have a concern about moving categories, but rather creating new categories. She indicated that there are additional categories pending for COEs.

CM Simmons suggested doing this now, since there appears to be no other solution, and work with the AIDS Office and HHS to determine how to do it better in the future.

CM Antonetty recommended that this be done now because this is the time the Council makes the important decisions on these matters. She reiterated that every step made involves a consequence, but this matter needs to be addressed.

Co-chair Soto moved for a roll-call vote.

Council Support called the names of those present, and all voted in favor of the proposal.

CM Simmons declared his conflict, and voted in favor. CM Banks chose not to vote.

CM Antonetty mentioned that she would clean up the proposal and bring it to the prioritization meeting on Saturday for discussion.

9. Prioritization and Allocation Recommendations (Continued) VOTE

The Committee will continue to determine additional recommendations to be made to the Full Council regarding Prioritization and Allocation.

Co-chair Soto asked if anyone had any other recommendations.

CM Pearce made a motion that the tallies at the end of Day 1 on the categories order will be the starting point for discussion on Day 2.

CM Soto seconded.

Discussion on the motion. None.

Co-chair Soto called for a roll call vote: All in favor. CM Banks chose not to vote.

ACTION: Committee discussed that the issue with regard to the housing case management subcategory, be clarified on Day 1.

ACTION: Committee Members asked to have the Priority Setting Worksheet fit onto a single page by using a smaller font.

ACTION: Committee asked to have a second Priority Setting Worksheet available in the event the Council approves the proposal. **Note: this requires a change to the draft agenda.**

ACTION: Make the second form (pending approval of the housing case management subcategory) clearly distinguishable from the first by printing it on another color (pink was suggested).

Committee discussed the matter with regard to COEs and whether they should be held harmless in the presence of other category cuts. CM Simmons suggested that if the cut is more than 10 percent that the COEs should not be held harmless, and this was identified as a topic for discussion in the next agenda item.

CM Soto explained that the COEs are being grouped together, rather than separating out Bayview or Southeast Corridor. In other words, COEs are being referred to in general, rather than individually.

Michelle asked about where the Southeast Corridor would be included.

CM Pearce indicated that the issue was whether or not a specified dollar amount would be held out, or let the AIDS Office determine the specific amount for Bayview.

Michelle stated that through a solicitation process, it was determined who would get how much. Each year, it is looked at again, and it is an implementation issue. The money is allocated and the programs will start. She explained in detail how the AIDS Office will determine how it is decided what amount will be allocated to each COE.

Michelle indicated that updates will be given on how the Council allocated and prioritized dollars with regard to new programs, by service category. She stated that the motions being entertained will not provide any further information.

CM Pearce asked whether the Bayview should be referred to separately.

Michelle explained the process.

CM Simmons confirmed that all COEs will be flat funded, if they take cuts all COEs will take cuts. No specific COE is being held up higher than the others.

Michelle indicated that if the Council says to cut 10% from the COEs that amount will be cut from all of them, and none will be held separately.

Susan asked about clarification regarding the COE concept and prioritizing HRSA categories. Committee clarified.

CM Banks asked about when funding was more plentiful no money went to Bayview. Now that funding is being cut, and now that there is action to give more money to the underserved area, they are faced with cuts. He stated that there has been a disappointing response on the part of the Council because that area is in dire need.

10. Funding Scenarios Recommendations (Continued) VOTE

The Committee will determine recommendations to be made to the Full Council regarding funding scenarios.

CM Soto pointed the committee to the document “proposal for funding scenarios” (copy on file at Council Support Offices).

Committee discussed the need to know how much from each service category is being used within the COE category. This causes confusion because it is unclear about how much is actually being cut from a service category, if some of that money from the service category also goes to the COE.

Michelle indicated that there is no way to know this at this time, as they have not completed negotiation of the contracts yet. Michelle emphasized that the information will not be available.

CM Simmons suggested that all categories need to share the cuts, and it is not possible to wait due to the time necessary to respond to HRSA.

Michelle indicated that she understands the dilemma.

CM Banks asked if this is an ongoing situation, how should it be remedied.

CM Simmons clarified that this is a one-time situation because \$6 million or more was allocated to COEs but it is unsure how that will be allocated in the subcategories. It will be more clear next year, once it is seen how the money was spent.

Committee discussed that it would be difficult to support these funding scenarios, based on the lack of information available.

CM Pearce suggested an across-the-board cut, and a protection of core services.

Susan Strong asked if there was any historical information available that might be useful in helping to make a decision.

Committee discussed that the top four to five categories have been re-arranged in order, but have not changed.

Michelle indicated that preliminary budgets from the contractors are available, but it is still tentative, and there could be changes. She indicated that she could talk to staff and suggested that some “ballpark” information could be provided with the caveat that it could change.

Committee agreed this would be helpful.

CM Simmons stated he would not support any of the funding scenarios proposals presented here. He suggested protecting core services, and cutting all equally.

CM Simmons made a motion to have an exercise at the prioritization meetings to identify the difference between core and non-core services at the local subcategory level because that is how allocations will be done.

Committee discussed.

CM Pearce suggested not getting into a bind with defining core and non-core services.

CM Simmons withdrew his motion.

Michelle was asked for guidance in identifying a different term. She suggested that it is mixing apples and oranges.

CM Pearce made a motion using the proposal identifying top tier and bottom tier (instead of core and non-core) for essential and non-essential service categories. This will be done on the local subcategory level.

First identify categories as top tier or bottom tier. Top tier means most essential, most important to fund with CARE dollars. Bottom tier means important but not essential or less necessary to fund with CARE. This will be done at the local sub-category level.

CM Simmons seconded.

Committee discussed.

Co-chair Soto asked for a roll call vote. All in favor.

The group ran out of time. It was agreed by Committee to continue discussion.

CM Antonetty made a motion that the group continue 20 more minutes.

CM Soto seconded.

All in favor of continuing the meeting for 20 additional minutes.

Michelle asked for an email to be sent to her and her staff identifying what budget information and models are wanted for the Council to make its decision. She wants it in writing as soon as possible so that staff can complete the request and it will be seen that HHS and the AIDS Office is providing everything needed.

Provide the best-guess ballpark figures for the subcategory breakout of funds provided to COEs. It is worth having some information, rather than none.

The specific requests for Michelle are: the base budget from this year with the flat-funding scenario, and a ball-park estimate of COE sub-categories allocations based on HRSA categories, and the summary of unspent funds.

Michelle indicated that a summary of unspent funds from last year will also be provided. It was discussed that it is important to have this information in the event the proposal is not approved, and the funding scenarios for cutting COEs is up for debate.

ACTION: Add agenda item for the EXERCISE TO IDENTIFY CORE & NON-CORE SERVICES AT LOCAL SUBCATEGORY LEVEL.

ACTION: CORE HRSA CATEGORIES BOLDED on Service Category Worksheet to help stand out.

No other items were mentioned for discussion. No other motions were made.

11. Review Small Group Assignments

The Committee will review and make changes to the small group assignments for the Prioritization and Allocation meeting.

Co-chair Soto indicated that since the group was out of time, he would review with Jack Newby.

12. Next Meeting Date & Agenda Items

The next Planning Committee meeting is scheduled for September 13. Potential agenda items were not discussed.

Co-chair Soto adjourned the meeting at 6:20 pm.

Mission Statement: The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.

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- San Francisco
 = HIV Health Services Planning Council
 = Planning Committee Draft Agenda
 Tuesday, September 13, 2005
 25 Van Ness Ave., Room 330 A
 3:30 - 5:30 pm

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9-02-12-04 11:00 AM

	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	3:30
2.	Review/Approve Agenda	Group	3:32
3.	Review/Approve Minutes - August 22, 2005	Group	3:34
4.	Announcements	Group	3:36
5.	Public Comment	Public	3:40
6.	Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	3:45
7.	Prioritization/Allocation Summit Meeting Review <i>The Committee will discuss the successes and challenges of this year's Prioritization and Allocation Summit Meeting.</i>	Group	3:50
8.	Development Funding Scenarios- VOTE <i>The Committee will develop funding scenarios to forward to the full Council for a funding cut of greater than 10%.</i>	Group	4:10
9.	Planning Committee Policies & Procedures <i>The Committee will review their Policies & Procedure and begin to develop the policies needed for the manual.</i>	Group	4:45
10.	Comprehensive Plan Update <i>Council Support will give a brief update on the status of the Comprehensive Plan Process.</i>	Council Support	5:15
11.	Needs Assessment Update <i>Council Support will give a brief update on the status of the Needs Assessment.</i>	Council Support	5:20
12.	Next Meeting Date & Agenda Items <i>October 11, 2005, 3:30-5:30 p.m., 25 Van Ness Room330A.</i>	Group	5:25

***Mission Statement:** The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

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730 Polk Street San Francisco, CA 94109*

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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**HIV Health Services Planning Council
Planning Committee Draft MINUTES
Tuesday, September 13, 2005
25 Van Ness Ave., Room 330 A
3:30 – 5:30 pm**

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Committee Members Present: Don Soto (co-chair); Margot Antonetty; Laura Thomas (co-chair)
Committee Members Absent: Ken Pearce; Billie-Jean Kanios; Ellen Sweetin; Chris Callandrillo
Other Council Members Present: None
Council Support Present: Skot Jonz
Others Present: Susan Strong (prioritization facilitator); Bill Hirsch (ALRP); Joseph Graham

1. Introductions

Co-Chair Soto called the meeting to order at 3:50 pm and those present introduced themselves.

2. Review/Approve Agenda

Without a quorum, the agenda was not approved. The meeting proceeded with the current agenda.

3. Review/Approve Minutes – August 22, 2005

Without a quorum, the minutes were not approved. This will be moved to next month's agenda.

4. Announcements

No announcements.

5. Public Comment

Bill Hirsch from ALRP commented that he believes the prioritization meetings went well and thanked Planning Committee for making it go as smoothly as it did.

Mr. Graham announced that he had filled out an application for membership and added that he has certain life experience that could be helpful to the Council.

6. Steering/ General Update

CM Soto provided an update on the Steering Committee activities and discussions.

7. Prioritization/Allocation Summit Meeting Review

CM Soto began a brief discussion on the prioritization/allocation summit review. Susan Strong was thanked for attending. Committee discussed the successes and challenges of the meeting. Susan indicated she does not have the evaluations completely compiled, but did provide some preliminary information (on file at Council Support Offices). Overall, the average priority rankings were over 4 on a scale of 1-5, which was described as very good. Committee discussed the responses and how to use this to structure future summits. A full report with pie charts and accurate numbers with an analysis will be provided by Susan.

Conclusion: goals were accomplished, except for the larger funding cuts scenario. Susan felt that there was too much time for review of data on first day, and perhaps more time could have been devoted to providing top trends and discussion.

Other thoughts: Susan felt totally prepared with Robert's Rules upon starting the meeting and totally unprepared upon leaving. She indicated she would be updating her library on this information and appreciated everyone keeping her on track.

She also mentioned that certain Council Members had expressed to her that they enjoyed the process and learned quite a bit. Committee discussed general comments they had heard about the process.

Bill Hirsch offered HAPN feedback: felt too much time devoted to Needs Assessment in light of other things that needed to be addressed. He added that many of HAPN's recommendations were endorsed by the prioritization process, including approval of prior year's priorities, funding scenarios, and other matters. He commented that it seemed unusual that there was not more provider participation and input, but unsure why this was the case. Suggestions were offered.

Co-chair Soto added that few people commented that perhaps this could be an ongoing over-the-year process rather than at one short time.

Co-chair Thomas replied that last year the process took over three months, and everyone was in agreement that it should take less time.

CM Antonetty described the first day of the summit as a "love fest" and was concerned that the last data heard can often be the most highlighted in memory, and the hard decisions were put off until the last minute.

CM Thomas agreed that it would be helpful to have a process where the hard decisions are not put off until the last minute when people are tired, frustrated, and impatient to complete the process.

CM Soto discussed a suggestion that prioritization be done and finished on the first day, and save allocation for the second day.

Mr. Graham suggested a way to do the prioritization process easier. Do the hard stuff on the first day, and save the "love fest" for the second day.

CM Antonetty agreed it was a really good process, and thanked Co-chairs Thomas and Soto for their hard work.

Susan asked about future Needs Assessments. Committee discussed it would be done every couple of years. A more in-depth report and analysis of the Needs Assessment will be provided by Harder + Co. to Council in October.

Regarding small groups: CM Antonetty did not find them useful, although it was interesting to be chatting informally. CM Antonetty commented that the Needs Assessment data preceding the small groups seemed to overshadow the groups and not a good use of the time, and caused too much floundering.

CM Soto stated that he had a good experience in the small group, but it evolved into an informal time-out to share ideas with regard to the various forms of data. This offered more opportunity for individual dialogue.

Susan asked if allocation discussions could be done on the first day and whether it would affect the prioritization discussions.

Committee discussed that prioritization had traditionally been done first, but does not necessarily have to be that way. Committee discussed the changes in tiers over the years. Committee discussed that it would be interesting to do allocation first, but not sure if it would work.

8. Development Funding Scenarios- VOTE

The Committee will develop funding scenarios to forward to the full Council for a funding cut of greater than 10%.

Committee agreed that a discussion on this matter could go forward, but without quorum no vote could take place. Even with a vote, this cannot be discussed at the next Council meeting because the agenda is already full. Committee agreed that it should be discussed with more people in the room. It was agreed to have this discussion again at next month's meeting.

Co-Chair Soto reviewed with Committee the service categories in the two tiers. Committee discussed.

ACTION: Add development of funding scenarios greater than 10% cut to October Planning Committee meeting.

Bill Hirsch asked whether the purpose of the two tiers was designed to use with funding scenarios.

Committee discussed Co-Chair Soto's draft proposal for funding scenarios incorporating a greater than 10% cut. Susan Strong offered a suggestion to build upon the policy for the 5-10% cut, to cut every service category 10%, then cut from the bottom up until the balance is absorbed. Committee discussed various approaches, including ways for agencies and services to be able to identify other sources of funding before CARE funds are significantly reduced.

9. Planning Committee Policies & Procedures

Committee discussed the three policies for this committee to be included in the Policy & Procedure Manual. Committee requested for Council Support to draft policies to bring to next month's committee meeting for their review and modification.

ACTION: Council Support to draft the following policies for Planning Committee: Priority Setting and Resource Allocations Process; Development of Comprehensive Plan; and Inclusion of Marin and San Mateo Counties. Bring drafts to October Planning Committee meeting. Rename Development of Three-Year Plan to Development of Comprehensive Plan on Table of Contents.

10. Comprehensive Plan Update

Co-Chair Thomas reviewed the Comprehensive Plan activities and discussed that the consultant would be coming to the next meeting of the Comprehensive Plan Working Group scheduled for September 20th. The review of Values and Vision will be at the September Council Meeting. The goals and objectives will be taken to the Full Council at the October Council Meeting.

11. Needs Assessment Update

Council Support provided an update on the Needs Assessment process.

12. Next Meeting Date & Agenda Items

October 11, 2005, 3:30-5:30 p.m., 25 Van Ness Room330A.

Co-Chair Thomas asked Council Support to poll the Planning Committee members to determine whether changing the standing meeting time from 3:30-5:30 to 4:00-6:00 would be acceptable.

ACTION: Council Support to poll new list of Planning Committee members regarding a change in the standing meeting time of committee.

CM Antonetty mentioned that she would not be on Planning Committee any longer as of next month she

will be participating on the I&P Committee. The membership of Planning Committee will otherwise remain the same, with the addition of CM Simmons.

Co-chair Soto adjourned the meeting at 5:00 pm.

October agenda items include:

Minutes from August 22 and September 13.

Discussion of Development of Funding Scenarios (greater than 10% cut) - VOTE

Review of Draft Policies and Procedures for Planning Committee

Comprehensive Plan Update

Needs Assessment Update

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- San Francisco
 - HIV Health Services Planning Council
 = Planning Committee Draft Agenda
 Tuesday, October 11, 2005
 25 Van Ness Ave., Room 330 A
 4:00-6:00 pm

(NOTE: CHANGE IN MEETING TIME!!!!)

	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	4:00
2.	Review/Approve Agenda	Group	4:02
3.	Review/Approve Minutes – <i>August 22 and September 13</i>	Group	4:04
4.	Announcements <i>Committee will welcome new member George Simmons</i>	Group	4:06
5.	Public Comment	Public	4:10
6.	Open Committee Co-Chair Nominations – VOTE <i>The Co-Chairs will open co-chair nominations, and the committee will vote on new Committee Co-Chairs.</i>	Group	4:15
7.	Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	4:25
8.	Development of Funding Scenarios- VOTE <i>The Committee will develop funding scenarios to forward to the full Council for a funding cut of greater than 10%.</i>	Group	4:30
9.	Planning Committee Policies & Procedures <i>The Committee will review draft policies and procedures relevant to Planning Committee and make any changes for inclusion in the Policy & Procedure Manual.</i> <ul style="list-style-type: none"> • <i>Priority Setting and Resource Allocations Process</i> • <i>Development of Comprehensive Plan</i> 	Group	5:00
10.	Comprehensive Plan Update <i>Council Support will give an update on the status of the Comprehensive Plan Process.</i>	Council Support	5:45
11.	Needs Assessment Update <i>Council Support will give a brief update on the status of the Needs Assessment Final Report.</i>	Council Support	5:50

12. Next Meeting Date & Agenda Items

Group

5:55

November 14, 2005, 4:00-6:00 p.m. Committee will identify agenda items for the next meeting.

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**HIV Health Services Planning Council
Planning Committee Draft MINUTES
Tuesday, October 11, 2005
25 Van Ness Ave., Room 330 A
4:00-6:00 pm**

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Committee Members Present: Don Soto; Laura Thomas (co-chair); George Simmons; Billie-Jean Kanios; Ellen Sweetin; Chris Callandrillo (co-chair)
Committee Members Absent: None
Other Council Members Present: None
Others Present: Celinda Cantu (HIV Health Services); Dean Goodwin (HIV Health Services)
Council Support Present: Jack Newby, Skot Jonz

1. Introductions

Co-Chair Thomas brought the meeting to order, and those present introduced themselves.

2. Review/Approve Agenda

The Committee reviewed the agenda. No objections and the agenda was approved by consensus.

3. Review/Approve Minutes August 22 and September 13

The Committee reviewed the minutes from August 22 and September 13.

CM Callandrillo announced that he believes he was in attendance at the past two Planning Committee meetings where he was marked absent.

ACTION: Council Support to confirm CM Callandrillo's attendance at the August 22 and September 13 Planning Committee meeting and modify minutes as necessary.

No other changes were discussed and the minutes of both meetings were approved by consensus.

4. Announcements

Committee welcomed Council George Simmons back as an official member of Planning Committee.

CM Simmons announced that he believes the August meetings went very well and thanked the co-chairs and the committee for the great work.

No other announcements.

5. Public Comment

No public comments.

6. Open Committee Co-Chair Nominations – VOTE

CM Thomas opened co-chair nominations.

CM Kanios nominated CM Callandrillo

CM Simmons nominated CM Thomas

No other nominations. Nominations closed.

VOTE for CM Callandrillo and CM Thomas as Planning committee co-chairs.
Unanimous in favor. None opposed. No abstentions.

ACTION: Council Support to modify email lists indicating CM Thomas and CM Callandrillo as Planning Committee co-chairs, add to Steering Committee list and other tasks as necessary.

7. Steering/ General Update

Committee briefly reviewed the activities and discussions of Steering Committee.

8. Development of Funding Scenarios- VOTE

The Committee will develop funding scenarios to forward to the full Council for a funding cut of greater than 10%.

Co-Chair Thomas reviewed what was agreed to at the Full Council level with lesser than 10% funding cuts.

Dean Goodwin on behalf of HIV Health Services presented information in the form of a document "Fiscal Planning Document FY 2006/2007 Ryan White CARE Title I and Title II" (Document on file at Council Support Offices). Mr. Goodwin reviewed the proposed budgets incorporating 5% and 10% reductions.

Committee discussed with Celinda Cantu and Dean Goodwin the impact of these cuts on particular services.

Co-Chair Thomas asked Committee how they would like to approach funding cuts of greater than 10%. CM Soto reviewed suggestions from Russ Zellers to develop something consistent with the 0-5% and 5-10% funding cut scenarios.

Committee was silent for awhile, before deciding that if there is a 15% or greater cut then the Planning Council as a whole should go back to the drawing board to determine how to deal with such a reduction in funding.

If there is a greater than 10% or less than 15% cut --

- Administrative costs in Marin would be cut by whatever the percentage of cuts
- Administrative Costs and Quality Management would remain unchanged
- Planning Council Support will incur a 5% cut
- Tier II service categories will be cut by 15% across the board
- Tier I categories will be reduced proportionately by the remaining shortfall.

If there is a greater than 15% cut, then the Planning Council will convene to discuss how to deal with a greater than 15% funding reduction, including whether to eliminate service categories.

Committee discussed that there were additional funds leftover from Planning Council Support that will be allocated in the event of such a funding reduction. This was decided at Prioritization/Allocation Planning Council meeting in August 2005.

Jack Newby added that in addition to the Council Support surplus that he suggested that Planning Council Support take a 5% cut in the event of a 15% or greater funding reduction.

CM Callandrillo inquired about how to present this proposal to the Council in a way that would be

understandable and acceptable. Committee discussed why the Planning Council Support should receive a less of a cut than other service categories, because PCS has no other sources of funding and it directly reflects the function of the Council.

Committee discussed that the difference between Tier I and Tier II is more significant for cuts less than 15%, and with greater than 15% cuts which might result in eliminating service categories in Tier II the differences between the Tiers is not as much.

Committee discussed the necessity of approaching the City Board of Supervisors regarding accessing the general fund in the event of a greater than 15% budget cut.

VOTE on proposal: All in favor. None opposed. No abstentions.
Motion carried.

ACTION: Take the motion regarding funding scenarios greater than 10% to Steering Committee as a proposal from Planning Committee.

9. Planning Committee Policies & Procedures

Jack Newby reviewed with the Committee reviewed the draft policies and procedures relevant to Planning Committee for inclusion in the Policy & Procedure Manual.

With regard to the policy for Priority Setting and Resource Allocations Process, Committee made suggestions for modifications to the policies, including specifying regular data presentations, and other activities throughout the year. Committee discussed the structure for bringing other information in to the Council. Committee agreed that it would be helpful to solicit from Council Members the type of information that they would like to receive so that it can be scheduled.

CM Kanios suggested for example information about the epidemic in the prison and jail system, and also for information about updates on the function of COEs.

Council Support noted.

ACTION: Regarding Policy on Priority Setting and Resource Allocation: add something regarding a request for Council Members to identify types of information they would like to receive throughout the year with regard to epi-data and other presentations.

ACTION: Council Support to modify draft policies for Planning Committee as discussed and include in Policy & Procedure Manual.

With regard to the draft policy for the Development of Comprehensive Plan, Committee reviewed the draft policy for the Development of Comprehensive Plan.

ACTION: Council Support to modify draft policies and return to Planning Committee for November meeting for a vote.

10. Comprehensive Plan Update

Jack Newby provided an update on the status of the Comprehensive Plan process.

The final draft should be ready by the end of November.

Co-Chair Thomas and CM Soto, who sit on the work group also provided an update.

11. Needs Assessment Update

Jack Newby provided an update on the status of the Needs Assessment process and indicated that Harder+Co. plans to have the final report available after October 14. and indicated that there will be a formal presentation to the Health Commission. Jack also discussed how the Needs Assessment will be a living document that will help to work together with agencies across the City. Committee discussed how the data will be available to Council Members.

Celinda Cantu indicated that the staff at Harder+Co. are working closely with her and Reggie and stated that the process is working well.

12. Next Meeting Date & Agenda Items

November 8, 2005, 4:00-6:00 p.m. Committee will identify agenda items for the next meeting.

Potential Agenda items for the next meeting include:

VOTE -- Policies and Procedures

Co-Chair Thomas adjourned the meeting at 5:20 p.m.

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**HIV Health Services Planning Council
Planning Committee Draft Agenda
Tuesday, November 8, 2005
25 Van Ness Ave., Room 330 A
4:00-6:00 pm**

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	4:00
2. Review/Approve Agenda	Group	4:02
3. Review/Approve Minutes – <i>October 11, 2005</i>	Group	4:04
4. Announcements	Group	4:06
5. Public Comment	Public	4:10
6. Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	4:15
7. Funding Scenarios Update <i>The Committee will discuss the outcome of the funding scenarios presentation and VOTE at the recent Planning Council Meeting, and consider whether to begin implementing actions to contact City Board of Supervisors.</i>	Group	4:20
8. Unfunds <i>The Committee will discuss the matter regarding Unfunds and make recommendations as needed.</i>	Group	4:45
9. Planning Committee Policies & Procedures - VOTE <i>The Committee will review the modifications to draft policies and procedures relevant to Planning Committee and VOTE whether to include in the Policy & Procedure Manual.</i> <ul style="list-style-type: none"> <i>Priority Setting and Resource Allocations Process</i> <i>Development of Comprehensive Plan</i> 	Group	5:30
10. Comprehensive Plan Update <i>Council Support will give an update on the status of the Comprehensive Plan Process.</i>	Council Support	5:45
11. Needs Assessment Update	Council Support	5:50

Council Support will give a brief update on the status of the Needs Assessment Final Report.

12. Next Meeting Date & Agenda Items Group 5:55
December 6, 2005, 4:00-6:00 p.m. Committee will identify agenda items for the next meeting.

Mission Statement: *The Planning Committee, as the Council's forward looking body, plans and coordinates a timely and relevant prioritization process to ensure an effective annual prioritization, consistent with the Council's Three Year Plan.*

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730 Polk Street San Francisco, CA 94109

*San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102*

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**HIV Health Services Planning Council
Planning Committee DRAFT MINUTES
Tuesday, November 8, 2005
25 Van Ness Ave., Room 330A
4:00-6:00 pm.**

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Committee Members Present: Laura Thomas (co-chair), Chris Callandrillo (co-chair), Billie-Jean Kanios, Ellen Sweetin, Don Soto
Committee Members Absent: George Simmons
Other Council Members Present: Ken Pearce
Others Present: None
Council Support Present: Jack Newby, Skot Jonz

1. Introductions

Co-Chair Thomas called the meeting to order. Everyone present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda. Council Director, Jack Newby indicated that there was an item regarding Unfunds that may not need to be discussed, as it was initially here as a placeholder. He indicated that I&P has reviewed this item and it will be forwarded to Steering. With no further changes, the agenda was approved by consensus.

3. Review/Approve Minutes

The Committee reviewed the minutes from October 11, 2005. No changes were recommended and the minutes were approved by consensus.

4. Announcements

Jack Newby announced that he has made a decision regarding hiring someone to fill the Administrative Coordinator position, and she will begin on Monday. He added that Wilhelmina Parker has accepted a position at Shanti and has resigned her position as the Training Coordinator for the Planning Council effective at the end of the month. Committee discussed the options for hiring someone to fill this position in light of the ambiguity around reauthorization.

5. Public Comment

With no public present there were no public comments.

6. Steering/General Update

Co-Chair Thomas provided an update on the Steering Committee activities and discussions, specifically with regard to the discussions about Unfunds.

7. Funding Scenarios Update

Co-Chair Thomas provided an update regarding the decisions made regarding the Funding Scenarios, especially with the 10-15% funding cuts. Committee also discussed whether to begin approaching the San Francisco City Board of Supervisors regarding how to handle future funding cuts. It was discussed that the Co-Chairs and Council Director, Jack Newby, begin making appointments with the Board of Supervisors to discuss the issues of concern, and perhaps begin with the Mayor's Director of Public Policy.

Committee agreed to work in coordination with HAPN, but also move forward and coordinate separate meetings with staff of Board of Supervisors to discuss main issues: (1) facing impending funding cuts in

CARE, and be proactive and planning ahead rather than waiting until it happens; (2) Look at City and General Funds to coordinate and being more thoughtful about the process.

Next Steps discussed:

Jack suggested that this Committee take an active role in deciding the policy and position of the Council with regard to future funding cuts.

Committee discussed how the Health Commission can be involved in these discussions.

Committee also discussed how the General Funds used to backfill CARE shortages are often redirected to other service categories than recommended or anticipated by the Council.

Committee also discussed that addressing the Board of Supervisors initially, rather than giving them a step-by-step process of dealing with the situation.

Jack encouraged Committee to identify next steps or Action Items for Council Support to handle.

Committee discussed that Harder & Company is developing a presentation that can be used for something suitable for the Health Commission or Board of Supervisors.

Committee discussed that putting together a solid plan of action, then going to the Council for approval. Additionally, it was discussed that the Council does not want to delay too long.

ACTION: Add item to Steering Committee agenda regarding approaching Board of Supervisors and Mayor's Office. The recommendation to Steering is for the Planning Committee to take the lead in developing and implementing a coordinated plan to approach the Mayor's Office and the Board of Supervisors to have a greater awareness of the impact of future CARE funding cuts and how to address the issue.

Committee agreed to work on the language for recommendations and will take something to Steering where the revisions can continue as necessary.

8. Unfunds

This item removed from the agenda as discussed above.

9. Planning Committee Policies & Procedures - VOTE

Jack Newby reviewed with Committee the revised draft policy for Priority Setting and Resource Allocations Process incorporating changes recommended by the last committee meeting.

Committee made additional suggestions for revisions. Council Support noted.

Committee voted on the approval of the Policy for inclusion in the Policy and Procedure Manual.

VOTE: The policy was approved by consensus.

Regarding the Development of Comprehensive Plan policy; no further changes recommended.

VOTE: The policy was approved by consensus.

ACTION: Council support to forward the policies (Priority Setting and Resource Allocations Process; and Development of Comprehensive Plan) as amended, to I&P, and then on to the Full Council for eventual inclusion in the Policy & Procedure Manual.

10. Comprehensive Plan Update

CM Soto provided an update regarding the Comprehensive Plan working group and its activities. Current activities include identifying objectives for the goals on the Comprehensive Plan. It was discussed that the plan is to present the results of the objectives at the upcoming Full Council Meeting.

11. Needs Assessment Update

Council Director indicated that complete copies of the report will be provided to Council Members, and the Council will have access to the raw data.

12. Next Meeting Date & Agenda Items

The next meeting is scheduled for December 13, 2005 from 4-6 p.m.

Potential agenda items include:

- Continue Discussion regarding the Funding Scenarios Plan to Approach City Supervisors and Mayor's Office.
- Discussion of Incarcerated people and transitional services: an item to be added to Full Council agenda for a presentation by January.
- Unfunds Update?
- Comprehensive Plan Update
- Needs Assessment Update
- Presentation for Planning to review regarding Title II, Title III and Title IV programs

ACTION: Council Support to contact potential presenters for these topics.

Co-Chair Thomas adjourned the meeting at 5:45 p.m.

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= HIV Health Services Planning Council

= Planning Committee Draft Agenda

Tuesday, December 13th, 2005

25 Van Ness Avenue, Room 330 B

4:00-5:30 pm

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	<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1.	Introductions	Group	4:00
2.	Review/Approve Agenda	Group	4:02
3.	Review/Approve Minutes – <i>November 8, 2005</i>	Group	4:04
4.	Announcements	Group	4:06
5.	Public Comment	Public	4:10
6.	Steering/ General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i>	Group	4:15
7.	New Co-Chair Nominations - VOTE <i>The Committee will discuss nominees.</i>	Group	4:20
8.	Funding Scenarios Plan <i>The Committee will begin discussion to develop a strategy to approach the Mayor's Office and the Board of Supervisors.</i>	Group	4:25
9.	Evaluation Committee Recommendations <i>The Committee will discuss the Evaluation Committee Recommendations on Priority and Allocation Process to December Planning Committee meeting.</i>	Group	4:55
10.	Comprehensive Plan Update <i>Council Support will give an update on the status of the Comprehensive Plan Process.</i>	Council Support	5:00
11.	Needs Assessment Update <i>Council Support will give a brief update on the status of the Needs Assessment Final Report.</i>	Council Support	5:05
12.	Transitional Services for Incarcerated Persons <i>The Committee will discuss of Incarcerated people and transitional services; an item to be added to Full Council agenda for a presentation by January.</i>	Group	5:10

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| 13. | CARE Title II, Title III and Title IV programs
<i>The Committee will discuss potential presenters for this issue for upcoming Full Council meeting.</i> | Group | 5:20 |
| 14. | Fiscal Year 2007 Priority Setting
<i>The committee will discuss fiscal priorities for FY 2007.</i> | Group | 5:27 |
| 15. | Next Meeting Date & Agenda Items
<i>The next meeting will be on January 10, 2006, 4:00-6:00 p.m. Committee will identify agenda items for the next meeting.</i> | Group | 5:30 |

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**HIV Health Services Planning Council
Planning Committee DRAFT MINUTES
Tuesday, December 13th, 2005
25 Van Ness Avenue, Room 330 B
4:00-5:30 pm**

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Committee Members Present: Billie-Jean Kanios; Laura Thomas (co-chair); George Simmons; Don Soto; Ellen Sweetin
Committee Members Absent: None
Other Council Members Present: Ken Pearce; Charles Siron
Others Present: Celinda Cantu
Council Support Present: Jack Newby; Skot Jonz

1. Introductions

Co-Chair Thomas called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda, and it was approved by consensus.

3. Review/Approve Minutes – November 8, 2005

Committee reviewed the minutes from November 8, 2005. Without objection the minutes were approved by consensus.

4. Announcements

Jack Newby announced the position of Training and Evaluation Coordinator with Council Support is being posted, and asked Council Members to send anyone they believe is qualified for an interview. The job description and announcement is available and will be distributed.

CM Simmons announced that CCCYO is seeking a full-time administrative assistant, preferably English-Spanish bilingual.

5. Public Comment

No public comments.

6. Steering/ General Update

Co-Chair Thomas reviewed the latest activities and discussions of the Steering Committee. Committee discussed.

7. New Co-Chair Nominations - VOTE

The Committee discussed the need to nominate a new co-chair following the resignation of Co-Chair Callandrillo. The following Committee members were nominated:

Ellen Sweetin
George Simmons

CM Sweetin indicated that her duties at her job are presently too demanding and she is unable to accept the nomination.

CM Simmons indicated that he would be the default co-chair upon CM Callandrillo's resignation.

however he expressed reluctance.

The Committee voted and CM Simmons was unanimously elected as Planning Committee co-chair.

ACTION: Council Support to add CM Simmons to mailing lists, sign-in sheets, Steering Committee list, database, and other documents, as necessary, indicating co-chair position.

8. Funding Scenarios Plan

The Committee discussed how to develop a strategy to approach the Mayor's Office and the Board of Supervisors regarding Funding Scenarios Plan.

Co-Chair Thomas reviewed a draft proposal and distributed to those present. (Document on file at Council Support Offices). She indicated that this is a Planning Council effort, not just a task of the Planning Committee and this committee has two Council Co-Chairs.

Co-Chair Simmons suggested identifying the point staff person for each Supervisor.

Jack Newby expressed a concern that at the AIDS Partnership California meeting last week, that SF EMA is unique. Other EMAs work with the Board of Supervisors, and here the CEO is the Mayor and the board of supervisors may not be completely aware of the Planning Council and its role.

Co-Chair Thomas reviewed the Process steps included in the document. The time frame is not included and will be discussed later.

CM Pearce suggested obtaining a letter of recommendation from the Mayor encouraging the Supervisors to meet with members of HHSPC. CM Pearce also asked about whether to contact the Health Commission to include all key players.

CM Simmons agreed that the Health Commission should be included.

CM Kanios discussed that she believed that the original discussion involved including the Health Commissioners.

Jack Newby indicated that an abridged presentation from Harder & Company is in the process of being developed.

CM Simmons expressed concern about timing. He suggested that the Council Co-Chairs take the lead in approaching the Health Commission. He suggested that the presenters be consistent at all meetings and that the information and figures also be consistent. State the need and why, and keep it simple.

CM Pearce asked about the Consolidated Statement. CM Thomas explained. Committee discussed that nothing controversial is contained in the statement.

Committee discussed that there is no bill yet written regarding CARE Act reauthorization. This will help guide the direction and content of HHSPC presentations.

Co-Chair Soto asked about the Executive Summary for the Comprehensive Plan and Committee discussed that Robert Whirry would be preparing this.

Committee discussed when the Title I application would be available from the AIDS Office. Celinda

Cantu indicated that it was close to being ready but not exactly sure of the status.

Committee discussed in more detail that the matter with regard to the Health Commission is underway.

Co-Chair Thomas identified the tasks:

- Develop materials and talking points packet which include:

Consumer Rights Advocate Brochure

Planning Council FAQs

List of members

Needs assessment survey

Summary of recent priority setting and resource allocation process

Consolidated Statement

Comprehensive Plan Executive Summary

Other information...

- Committee to identify HHSPC members to participate

Bring a constituent to each meeting if possible and survey Council members about District of residence.

Include at least one Council co-chair at each meeting, and 4-6 Council members would be ideal.

- Schedule meetings with each member/staff

- Schedule meeting with Mayor's Office

- Follow-up calls and meetings as needed

- Report back to Planning Council

CM Simmons reiterated to keep the material and information as simple as possible or otherwise it will not be looked at.

CM Soto indicated that he is confident that the Co-Chairs have a vested interest and are completely prepared to be involved as much as necessary.

Co-Chair Thomas emphasized the need to develop relationships with key Supervisors and associated staff.

ACTION: Council Support to begin pulling together as many of these documents as possible. Membership committee to survey Council Members about District of residence. It was agreed that CM Pearce and CM Siron would assist with this task.

Committee discussed how to determine how much CARE funds are spent in which districts.

Celinda Cantu indicated that she might be able to obtain a report on the services and/or agencies in each district.

CM Simmons indicated that during the Health Commission presentation it will be helpful to emphasize the impact of what will occur if funding is lost.

Committee discussed that at least one Co-Chair will be present. CM Thomas indicated that she would also like to participate. Co-chair Simmons unsure if he will be in a conflict of interest position since his employer CCCYO is a city-wide agency.

CM Pearce suggested having unaffiliated consumers attend.

ACTION: Council Support to schedule the meetings with each member/staff and schedule a

meeting with the Mayor's Office, and Mitch Katz' Office.

Co-Chair Thomas suggested a timeline of having these meetings before the end of February, prior to receipt of the award letter.

Committee discussed a similar process with the San Mateo County Board of Supervisors. CM Sweetin discussed that she will be meeting with a San Mateo Supervisor in January. She explained that the process may not be as extensive as what is being proposed for SF EMA, but it was agreed that CM Sweetin will review the packet and consider how that can be adopted for use in San Mateo County.

CM Simmons asked if someone should meet with Mitch Katz' office when preparing the Summary. Committee discussed that this would be a good idea.

Co-Kanios informed Committee on a HAPN Summit and other activities that are upcoming that dovetail with the proposed activities of Planning Committee.

9. Evaluation Committee Recommendations

Jack Newby reviewed the list of recommendations and suggestions compiled by the Evaluation Committee. Committee discussed List of Recommendations for Priority Setting and Resource Allocation Process. (Document on file at Council Support Offices).

10. Comprehensive Plan Update

Jack Newby indicated that he has not spoken with Robert Whirry, and stated that the Comprehensive Plan Update is on the draft Full Council agenda for a presentation. Everything has been approved, and the timeline for submission was the end of this week.

Celinda Cantu added that the final edits are underway and the document is due the first of January.

11. Needs Assessment Update

Jack Newby reported that a notice sent to Council Members today asked how they would like to receive the final report. The Needs Assessment is on track for a presentation to the Full Council next Monday.

12. Transitional Services for Incarcerated Persons

Co-Chair Thomas indicated that she has not followed up on this and is still attempting to identify someone to do this presentation after the unexpected death of Mike Pendo.

CM Simmons asked for clarity about why this is on the agenda.

Co-Chair Thomas explained that it has been requested to identify what services are available for different incarcerated people leaving County Jail, State Prison or others.

CM Kanios indicated that much information came out of the focus groups and community meetings that pointed to a big need for providing services to HIV positive individuals leaving jail or prison.

Co-Chair Thomas will talk to Tracey Packer and others who may be able to put together a presentation.

CM Kanios will identify transgender individuals who may be willing to discuss this in a formal presentation.

Committee agreed to discuss this further at the January Planning Committee meeting.

13. CARE Title II, Title III and Title IV programs

Jack Newby indicated that he has contacted Jeff Byers and Tracy Brown for Title II and Title III. For Title IV he has spoke with someone at Larkin Street Youth Services. Committee discussed other potential presenters for the issue, including CM Hicks. Jack added that a more comprehensive overview of agencies being funded by these different titles, and focusing on networks rather than agencies.

ACTION: Planning Committee to review CARE Title presentations before going to Steering and Full Council.

14. Fiscal Year 2007 Priority Setting

The committee will discuss fiscal priorities for FY 2007.

Co-Chair asked Jack Newby to draft up a list of priorities for FY 2007.

ACTION: Jack Newby to prepare a list of FY 2007 priorities.

15. Next Meeting Date & Agenda Items

The next meeting will be on January 10, 2006, 4:00-6:00 p.m. Committee will identify agenda items for the next meeting.

Potential agenda items for the next Planning Committee meeting include:

- Review materials and talking points for the Funding Scenarios Presentations to Health Commission, Board of Supervisors, and Mayor's Office.
 - Review presenters and materials regarding Transitional Services for Incarcerated Persons presentation
 - Update on Title II, Title III, and Title IV presentations.
- Co-Chair Thomas adjourned the meeting at 5:24 pm.
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San Francisco
HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, January 10, 2006
25 Van Ness Avenue, Room 330 A
4:00-6:00 pm

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|-----|---|-----------------------|------|
| 1. | Introductions | Group | 4:00 |
| 2. | Review/Approve Agenda | Group | 4:02 |
| 3. | Review/Approve Minutes – December 13, 2005 | Group | 4:04 |
| 4. | Announcements | Group | 4:06 |
| 5. | Public Comment | Public | 4:10 |
| 6. | Steering/ General Update
<i>A monthly update of the Steering Committee activities and discussions and any other Council Committee Updates.</i> | Group | 4:15 |
| 7. | Report on Morbidity Monitoring Project | Maree Kay Parisi, DPH | 4:20 |
| 8. | Funding Scenarios Plan
<i>The Committee will begin discussion to develop a strategy to approach the Mayor's Office and the Board of Supervisors.</i> | Group | 4:30 |
| 9. | Comprehensive Plan Update
<i>Council Support will give an update on the status of the Comprehensive Plan Process.</i> | Council Support | 4:45 |
| 10. | Needs Assessment Update
<i>Council Support will give a brief update on the status of the Needs Assessment Final Report.</i> | Council Support | 4:50 |
| 11. | Review of Presentation from Prevention with Positives
<i>The Committee will review the presentation for referral to the Steering Committee.</i> | Billie-Jean Kanios | 5:15 |
| 12. | CARE Title III and Title IV programs
<i>The Committee will discuss and review potential presentations for this issue for upcoming Full Council meeting.</i> | Group | 5:25 |
| 13. | Fiscal Year 2007 Priority Setting and Allocation Schedule
<i>The committee will discuss developing the Priority and Allocation Schedule for FY 2007.</i> | Group | 5:35 |
| 14. | Next Meeting Date & Agenda Items
<i>The next meeting will be on February 14, 2006. The Committee will decide on the time of the meeting. Committee will identify agenda items for the next meeting.</i> | Group | 6:00 |

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, January 10, 2006
25 Van Ness Avenue, Room 330 A
4:00-6:00 pm

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Committee Members Present: Laura Thomas (co-chair), Billie-Jean Kanios, George Simmons (co-chair), Don Soto, Ellen Sweetin

Committee Members Absent: None

Other Council Members Present: Randy Allgaier, Mary Lawrence Hicks, Ken Pearce

Others Present: Maree Kay Parisi (AIDS Office), Anne Hirozawa (AIDS Office) Celinda Cantu (AIDS Office/HHS), Mike Smith (HAPN), Esperanza Pallena (Family Service Network/UCSF), Enrique Asis, Naomi Prochovnick (Continuum); Allen Meyer

Council Support Present: Jack Newby, Skot Jonz

1. Introductions

Co-Chair Thomas called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda. Jack Newby requested a change to the amount of time for Item 11. Committee agreed to move agenda Item 12 up on the agenda for the sake of time. Otherwise, the agenda was approved by consensus.

3. Review/Approve Minutes – December 13, 2005

Committee reviewed the minutes from the December 13, 2005 Planning Committee meeting. Without objection, the minutes were approved.

4. Announcements

Announcements included the following:

George Simmons announced that Assisted Housing will be celebrating their 25th (?) anniversary of providing assisted housing this year.

Maree Kay Parisi announced changes at their unit, a new director at the HIV AIDS Surveillance. She mentioned other staff changes.

5. Public Comment

No public comment.

6. Steering/ General Update

Co-Chair Thomas provided an update on the Steering Committee activities and discussions and a general update.

7. Report on Morbidity Monitoring Project

Maree Kay Parisi and Anne Hirozawa provided a report on the Morbidity Monitoring Report. They distributed handouts: "Medical Monitoring Report" and "Unmet Needs" (pages 59 and 60 of the survey). (Documents on file at Council Support Offices).

Anne mentioned that the questionnaire was very long and not available for distribution at this time, but can be made available for those who want one. (One copy of full questionnaire on file at Council Support Offices). She indicated that the interview will be on a hand-held computer device and take about an hour.

The overview of the presentation expected to be given at the upcoming Full Council meeting was reviewed by Committee. Specific suggestions and recommendations for the presentation were offered. Jack Newby suggested that the presentation include something regarding end results of the survey.

Committee discussed that there is some ambiguity regarding the name of the survey (morbidity versus medical), and indicated that the negative connotation associated with the term "morbidity" might inhibit participation.

Discussion from Maree Kay and Anne indicated that the final results would probably be available in about a year, and that copies of the final report would be made available to HIV Health Services Planning Council.

8. Funding Scenarios Plan

CM Thomas reviewed the plan as discussed at the previous Planning Committee meeting:

CM Pearce discussed the districts represented by the Council, most in the main three districts.

Scheduling the actual meetings are the next steps.

CM Kanios suggested strategizing a plan between Planning Council, Prevention, and HAPN so that the objectives can be coordinated.

Mike Smith indicated that joint meetings are desired by HAPN and to have coordinated meetings with the Supervisors.

Committee discussed.

CM Thomas discussed goals of the meetings, including the Consolidated Statement and educating the Supervisors around the role of HHSPC and the CARE Act Reauthorization, and the need for long-term planning for funding needs.

Jack provided a list of tasks that Council Support can work on, or already has available:

- HIV Advocacy Project Information

- Frequently Asked Questions

- Needs Assessment Survey

- List of Council Members

- Summary of PA/RA Process

- Consolidated Statement

- Comprehensive Plan Executive Summary (not available, but should be soon. and discussion indicated it may not be useful).

Co-Chair Soto suggested that all three Council co-chairs be involved in each step of the process.

Committee agreed to move forward with a work plan.

Developing the talking points and deciding who will be going to the meetings needs to be decided. It was also discussed that Council Members from each district should be identified to participate in the meetings.

Committee discussed whether it would be a good idea to approach those supervisors who are unfamiliar with the Council first. Committee agreed that there was a general lack of unawareness among all Supervisors. Committee agreed to start with the Budget Committee.

Committee agreed that this was being done as an educational process, and the information will hopefully help the Supervisors and Mayor make an informed decision.

It was discussed that completing these tasks before the end of February is important.

9. Comprehensive Plan Update

Jack Newby indicated there will be no formal presentation to the Council and that a copy of the Comprehensive Plan has been completed and submitted. Council will receive a copy of the final document.

10. Needs Assessment Update

Jack Newby referred Committee to a document "2005 Comprehensive HIV/AIDS Health Services Needs Assessment: Summary of Findings. (Document on file at Council Support Offices). He indicated that this is on schedule with the timeline.

11. Review of Presentation from Prevention with Positives

CM Kanios and CM Pearce distributed handouts: "Thinking Big: Strategies for Delivering Prevention with Positives Programs in San Francisco" and a PowerPoint handout summarizing the document. (Documents on file at Council Support Offices). He discussed that it is important for the Health Services Planning Council to work in collaboration with Prevention with Positives and the Prevention Council. CM Kanios pointed out recommendations that were adopted by PWP Committee. There has been some discussion that will continue at the Steering Committee retreat to start a PWP Committee as part of the Council.

CM Pearce indicated that points of integration and movement toward the future recognize that both groups come together and identify the points of integration. The current document reviews the work that has been done, and discussion of how to work together and next steps need to be explored further. Collaboration is the key word.

CM Allgaier reviewed discussions from a meeting with the HHSPC co-chairs and HPPC co-chairs.

Committee discussed the amount of time needed for this presentation. Committee discussed that Co-Chair Kanios would inform Council Support regarding which document to copy, since one is dependent on color.

ACTION: Council Support to eliminate COLOR CODE on Thinking Big document to distribute to Council Members.

12. CARE Title III and Title IV programs

CM Thomas provided a brief background regarding the need to coordinate with Title III and Title IV and indicated that this topic would be on the Full Council Agenda for this month. The Committee reviewed the presentation.

Esperanza Pallena provided a brief summary of the Title IV presentation. She asked for committee feedback on length and content of the presentation. Committee commented and made suggestions.

Committee discussed the amount of time and Esperanza agreed that 20 minutes would be sufficient, with the possibility of 10 extra minutes for Q&A. Jack Newby asked for Esperanza to send her presentation ahead of time to Council Support.

Allen Meyer discussed that he works for the SF Clinic Consortium and could be available for a Title III presentation and to ask about scheduling and content of a presentation. He commented that Tracy Brown of TARC could provide insight on what Title III funds are being used for.

Committee discussed that this January Planning Council meeting would be ideal for a presentation date. Committee discussed potential content.

CM Allgaier asked if there was already too much on the January agenda, and that some people cannot tolerate so many presentations in one meeting.

In light of this discussion, it was suggested that February would be better for the Title III presentation. Mr. Meyer not available that date. It was decided that the March Full Council meeting will be the time to schedule the Title III presentation.

ACTION: Council Support to add Title III presentation for the March Full Council Meeting, and review at the March Planning Committee meeting.

13. Fiscal Year 2007 Priority Setting and Allocation Schedule

Committee discussed developing the Priority and Allocation Schedule for FY 2007.

Questions: Two meetings in June, July and August?

Two-day summit in August again?

Committee discussed having the same schedule as last year.

CM Kanios added that more meetings are needed, although it may not be feasible.

Committee agreed to have:

Two meetings in July.

Two-day Summit in August.

An additional Monday meeting in August.

Committee discussed the Council feedback to have the Priority Setting and Resource Allocation processes on separate days.

There were no objections to hiring a facilitator for the two-day summit, and possibly identifying someone with more familiarity with Robert's Rules.

Naomi suggested having the two-day meeting, but having them separated by one week, rather than doing them both on the same weekend, which led to fatigue and burnout by many Council Members. The drawback would be losing momentum.

Mike Smith suggested having the ranking exercise being done at the Planning Council meeting preceding the summit meeting. CM Allgaier disagreed, and said it would downplay its importance.

Other suggestions were made:

CM Soto suggested having a day or two break in between the two days. For example, first day on Thursday with Friday break and a final day on Saturday. Nobody disagreed with this idea.

Jack asked if this should be presented at the upcoming Council Meeting in draft form, just to get it going.

ACTION: Council Support to draft a proposal to submit to the January Full Council Meeting incorporating the following items:

Two meetings in July, 2nd and 4th Mondays.

Council Meeting on August 14

And a two-day summit on August 24th (Priority) and August 26th (Allocation) (Break day on August 25).

Additionally, add the hiring of a facilitator (with more familiarity with Robert's Rules).

Committee agreed that it would probably be best to not make any huge changes since things seemed to go smoothly during the most recent process.

CM Thomas and Jack Newby will work together to flush out a tentative schedule of presentations to be given to the Full Council and reviewed by Planning Committee.

14. Next Meeting Date & Agenda Items

The next meeting will be on February 14, 2006.

Committee discussed whether to move the committee meeting time back to 3:30-5:30.

ACTION: Council Support to change meeting time for Planning Committee to 3:30-5:30.

CM Thomas adjourned the meeting at 5:57 p.m.

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HIV Health Services Planning Council

PLANNING COMMITTEE DRAFT AGENDA

Tuesday, February 14, 2006

25 Van Ness Avenue, Room 330 A

3:30 – 5:30 pm

-
- | | | | |
|-----|---|-----------------|------|
| 1. | Introductions | Group | 3:30 |
| 2. | Review/Approve Agenda | Group | 3:32 |
| 3. | Review/Approve Minutes – January 10, 2006 | Group | 3:34 |
| 4. | Announcements | Group | 3:36 |
| 5. | Public Comment | Public | 3:45 |
| 6. | Steering Committee and General Update | Group | 3:50 |
| | <i>A monthly update of the Steering Committee activities and discussions and any other Council Committee Updates.</i> | | |
| 7. | Discussion of Community Forums | Group | 3:55 |
| | <i>The Committee will discuss the development of two community forums, in collaboration with the Community Outreach and Advocacy Committee.</i> | | |
| 8. | Mayor's Office and Board of Supervisor's Education Project Update | Group | 4:05 |
| | <i>Update regarding the Mayor's Office and the Board of Supervisors.</i> | | |
| 9. | Needs Assessment Update | Council Support | 4:20 |
| | <i>Council Support will give a brief update on the status of the Needs Assessment Executive Summary.</i> | | |
| 10. | Review the January 27th Annual Retreat Discussion of the Work Plan for the Planning Committee | Group | 4:25 |
| | <i>The Committee will review discussions from the retreat about the Work Plan of the committee and develop committee work plan.</i> | | |
| 11. | Transitional and Corrections Services with People Living with HIV (PLWH) Discussion | Group | 4:35 |
| | <i>The Committee will discuss and review this potential presentation for this issue for upcoming Full Council meeting.</i> | | |
| 12. | Review Quality Management (QM) and Minority AIDS Initiative (MAI) Presentations from 2005 | Group | 4:55 |
| | <i>The Committee will review the presentations made to the Council in 2005.</i> | | |
| 13. | Review Prioritization/Allocation Data Presentation Schedule | Group | 5:05 |
| | <i>The Committee will review the data presentation schedule for the Council meetings.</i> | | |
| 14. | Training Schedule for Data Presentations | Group | 5:15 |
| | <i>The Committee will discuss the Council Member trainings needed for the data presentations.</i> | | |

15. **Discuss Presentation for February Council Meeting** Group 5:20
The Committee will discuss the presentation for the February 27th Council meeting and prepare:
- *HRSA Requirements (Health Resources and Services Administration, U.S. Department of Health and Human Services)*
16. **Next Meeting Date & Agenda Items** Group 5:30
*The next meeting will be on **March 14, 2006**. Committee will identify agenda items for the next meeting.*

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HIV Health Services Planning Council Planning Committee cancellation

Susan Latham [slatham@SHANTI.ORG]

To: SF Docs; SF_HIV_Health_Services_Planning_Council@yahooogroups.com; SF Docs

Cc:

— San Francisco

= HIV Health Services Planning Council

= PLANNING COMMITTEE DRAFT AGENDA

Tuesday, February 14, 2006
25 Van Ness Avenue, Room 330 A

3:30 – 5:30 pm

≡ CANCELLED!

To be re-scheduled

Susan D. Latham

Administrative Coordinator
HIV Health Services Planning Council
730 Polk Street
3rd Floor
San Francisco CA 94109
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FEB 15 2006

HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, February 21, 2006
25 Van Ness Avenue, Room 330 A
3:00 – 5:00 pm

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- | | | | |
|-----|---|-----------------|------|
| 1. | Introductions | Group | 3:00 |
| 2. | Review/Approve Agenda | Group | 3:02 |
| 3. | Review/Approve Minutes – January 10, 2006 | Group | 3:04 |
| 4. | Announcements | Group | 3:06 |
| 5. | Public Comment | Public | 3:15 |
| 6. | Steering Committee and General Update | Group | 3:20 |
| | <i>A monthly update of the Steering Committee activities and discussions and any other Council Committee Updates.</i> | | |
| 7. | Discussion of Community Forums | Group | 3:25 |
| | <i>The Committee will discuss the development of two community forums, in collaboration with the Community Outreach and Advocacy Committee.</i> | | |
| 8. | Mayor's Office and Board of Supervisor's Education Project Update | Group | 3:35 |
| | <i>Update regarding the Mayor's Office and the Board of Supervisors.</i> | | |
| 9. | Needs Assessment Update | Council Support | 3:50 |
| | <i>Council Support will give a brief update on the status of the Needs Assessment Executive Summary.</i> | | |
| 10. | Review the January 27th Annual Retreat Discussion of the Work Plan for the Planning Committee | Group | 3:55 |
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- *HRSA Requirements (Health Resources and Services Administration, U.S. Department of Health and Human Services)*
16. **Next Meeting Date & Agenda Items** Group 5:00
*The next meeting will be on **March 14, 2006**. Committee will identify agenda items for the next meeting.*

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, February 21, 2006
25 Van Ness Avenue, Room 330 A
3:00 – 5:00 pm

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MAR 10 2006

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Committee Members Present: George Simmons (co-chair); Laura Thomas (co-chair); Ellen Sweetin; Billie-Jean Kanios; Donald Soto

Committee Members Absent: None.

Other Council Members Present: Randy Allgaier; Ken Pearce

Others Present: Mike Smith (HAPN)

Council Support Present: Jack Newby; Susan Latham; Enrique Asis; Skot Jonz

1. Introductions

Co-Chair Thomas called the meeting to order and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda and it was approved by consensus.

3. Review/Approve Minutes

Committee reviewed the minutes from January 10, 2006 and they were approved with only one minor change. Council Support noted.

4. Announcements

The following announcements were made:

- CM Allgaier announced a meeting with HAPN and Council Co-Chairs and AIDS Office to form the SF HIV Health Workgroup looking at long term issues related to HIV health services and prevention, funding, and the whole system of care that ultimately will feed into another group to make recommendations to the Mayor's Office and Board of Supervisors.
- CM Pearce requested that cancelled meetings be announced sooner in consideration of all concerned.
- CM Kanios announced that the PWP presentation today will be rough, and informed Committee of the work being done on this new committee.

5. Public Comment

No Public Comments.

6. Steering Committee and General Update

Co-Chair Thomas reported to Committee that the main activities and discussions of Steering Committee was the Steering Committee Retreat, which is a later agenda item.

7. **Discussion of Community Forums**

Co-Chair Simmons discussed the tentatively scheduled Community Forums as part of the activities of Community Outreach and Advocacy Committee. One in May to target the Mission District Latino Community. Another Community Forum will be in June, to target the aging HIV+ population (over age 50). Committee discussed that the COA Committee will move forward with these forums and Planning Committee will communicate with COA Committee on any information needed for the Prioritization Process.

8. **Mayor's Office and Board of Supervisor's Education Project Update**

Committee discussed the Mayor's Office and Board of Supervisors' Education Project. CM Pearce provided a spreadsheet of Council Members and their district representative. (Document on file at Council Support Offices).

Committee discussed moving ahead to make appointments.

Council Support Jack Newby reported that he is in the process of scheduling appointments for the last week of February and/or first week of March.

Committee discussed involving Council Co-Chairs and HAPN and how to move forward. Mike Smith added update on HAPN activities for approaching the Board of Supervisors.

9. **Needs Assessment Update**

Council Support, Jack Newby, provided an update on the status of the Needs Assessment Executive Summary. He explained how Co-Chairs are working with Harder + Co on how to format the information for a presentation to the public. This will be part of the information that goes to the Health Commission and Board of Supervisors.

10. **Review the January 27th Annual Retreat Discussion of the Work Plan for the Planning Committee**

Co-Chair Thomas reviewed discussions from the Annual Retreat about the Work Plan of the committee and developed a committee work plan. Committee reviewed the prioritized goals identified at the retreat (Document on file at Council Support Offices).

11. **Transitional and Corrections Services with People Living with HIV (PLWH) Discussion**

Eileen Loughran from the AIDS Office reviewed a presentation regarding transitional and corrections services with People Living with HIV (PLWH). The document title is "Inmates Living with HIV/AIDS: The Need for Coordinated Services and HIV Prevention: HOPE Study Baseline Findings. (Copy of her draft presentation on file at Council Support Offices).

Committee discussed the time allotted for the presentation and how much for questions and answers. Committee discussed the need for transitional case management services and the need for housing upon release.

Public Comment

Mike Smith discussed his role in working with this particular population and commented that this information and document is useful.

12. **Review Quality Management (QM) and Minority AIDS Initiative (MAI) Presentations from 2005**

Committee reviewed the Schedule for AIDS Office presentations (Document on file at Council Support Office).

Committee reviewed the Quality Management and Minority AIDS Initiative Presentations from 2005 and discussed ideas for changes. Council Support noted and will communicate recommendations to AIDS Office.

ACTION: Council Support to forward schedule for AIDS Office presentations to AIDS Office staff.

13. **Review Prioritization/Allocation Data Presentation Schedule**

The Committee reviewed the draft data presentation schedule for this year's upcoming Council meetings. Committee made suggestions for updating the schedule.

14. **Training Schedule for Data Presentations**

The Committee discussed the following Council Member trainings needed for the data presentations:

Conflict of Interest, HRSA Requirements, How to Read and Interpret Data.

15. **Discuss Presentation for February Council**

Committee discussed the presentations for the February 27th Council meeting:

- *HRSA Requirements (Health Resources and Services Administration, U.S. Department of Health and Human Services)*
- *County Presentations*
- *Other Presentations*

16. **Next Meeting Date & Agenda Items**

The next meeting will be on **March 14, 2006**.

Committee identified the following potential agenda items for the next meeting:

- Review DPH Funding Streams Presentation for March Council Meeting
- Review Format of Summary Sheets, and revise as needed
- Review Epi Presentation from 2005 and revise as needed
- Begin discussion of PSRA Process and focus
- Title III and Title IV Presentation reviews

Co-Chair Thomas adjourned the meeting at 4:46 p.m.

MAR 10 2006

HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, March 14, 2006
25 Van Ness Avenue, Room 330 A
3:30 – 5:30 pm

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|--|--------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve February 10th, 2006 Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:36 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee and General Update | Group | 3:50 |
| <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i> | | |
| 7. Update on Board of Supervisor's Education Project | Group | 4:00 |
| 8. Preview Ryan White Care Act Titles III and IV | | |
| Sherilyn Adams, Larkin Street Youth Services, Allen Meyer, Programs, San Francisco Community Clinic Consortium, Tracy Brown, Tenderloin AIDS Resource Center | | |
| | | 4:10 |
| <i>The Committee will preview CARE Act Titles III and IV. The Committee will discuss and review this potential presentation for this issue for upcoming Full Council meeting.</i> | | |
| 9. Review Outline and Draft Calendar for Priority Setting and Allocation including Data Presentation Schedule for Fiscal Year 2007 | | |
| | Group | 4:40 |
| <i>The committee will discuss developing the Priority and Allocation calendar and Data Presentation schedule for FY 2007. Update as necessary based on SFDPH HIV Health Services office feedback</i> | | |
| 11. Review Epi/Surveillance Presentation from 2005 Presentation to the Planning Council | Group | 5:00 |
| 12. Review 2005 San Francisco Department of Public Health Funding Streams and Summary Sheets for March Council Meeting | | |
| | Group | 5:10 |
| 13. Next Meeting Date & Agenda Items | Group | 5:30 |
| <i>The next meeting will be on April 11th, 2006. Committee will identify agenda items for the next meeting.</i> | | |

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, March 14, 2006
25 Van Ness Avenue, Room 330 A
3:30 – 5:30 pm

APR - 7 2006

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Committee Members Present: Laura Thomas (co-chair); George Simmons (co-chair); Donald Soto; Ellen Sweetin; Billie-Jean Kanios

Committee Members Absent: None

Other Council Members Present: Charles Siron; Ken Pearce; Randy Allgaier

Others Present: Sherilyn Adams; Celinda Cantu; Gilda Jones

Council Support Present: Jack Newby; Enrique Asis; Skot Jonz

1. Introductions

Co-Chair Thomas called the meeting to order at 3:43 pm and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda and it was approved by consensus.

3. Review/Approve *February 21st, 2006 Minutes*

Committee reviewed the minutes from the February 21st, 2006 Planning Committee meeting approved them by consensus.

4. Announcements

The following announcements were made:

- CM Allgaier announced the plan for a backfill protocol. He discussed the process proposed which will involve Housing and Urban Health. Committee discussed.
- Co-Chair Thomas reminded Committee about the Tenderloin Collaborative Board for services providers in the Tenderloin meeting tomorrow from 12-3 at St. Anthony's.
- Co-Chair Simmons clarified the confusion with the Section 8 waiting list opening up for people with HIV, and indicated that this is not the case.

5. Public Comment

There were no public comments.

6. Steering Committee and General Update

Co-Chair Thomas presented a monthly update of Steering Committee activities and discussions, which were primarily items from this Committee.

7. Update on Board of Supervisors' Education Project

Co-Chair Thomas provided committee with an update on the Board of Supervisors' Education Project and indicated that all of the meetings so far have gone very well. Committee discussed.

Council Support, Jack Newby, provided a schedule to Committee on upcoming meetings scheduled.

8. Preview Ryan White Care Act Titles III and IV

Committee previewed the presentation on the CARE Act Titles III and IV and discussed matters with regard to format and content for presentation at the upcoming Full Council meeting.

Sherilyn Adams from Larkin Street Youth Services previewed her presentation with Committee regarding Title IV services at Larkin Street Youth Services.

Committee discussed specific modifications to the presentation and other issues or data they would like to see included. Sherilyn Adams agreed to submit final presentation to Council Support in time for the monthly Council Meeting mailing.

Allen Meyer was not present to preview the CARE Act Title III Overview with Committee. Committee reviewed and discussed draft handout of presentation. Committee made suggestions for modifications to the presentation and other issues or data they would like to see included.

9. Review Outline and Draft Calendar for Priority Setting and Allocation including Data Presentation Schedule for Fiscal Year 2007

Committee discussed developing the Priority and Allocation calendar and Data Presentation schedule for FY 2007.

Hilda Jones of AIDS Office requested from Committee to suggest key elements desired for the upcoming presentation on Minority AIDS Initiative. She indicated that she may not have all the data available or the presentation on the 27th of March and will let Council Support know by the 21st so it can be placed on the agenda.

Committee discussed and made recommendations for details to be included in the presentation.

If the presentation cannot be completed in time for the March 27th Council Meeting, the MAI presentation will be prepared for the May meeting.

Regarding Quality Management presentation, Celinda Cantu reported that there was no information available on the status of that presentation. This may be on the April agenda, pending further information from the AIDS Office. Celinda Cantu suggested possibly combining the presentations on Reggie and Quality Management for June which will be a stronger presentation than something too soon with inadequate data.

CM Soto inquired about Conflict of Interest training and presentation presented by staff. Council Director Jack Newby explained issues of concern regarding conflict of interest and requested guidance from Committee on the content of the presentation.

Committee discussed that the goal should be for all Council Members to be clear about the Conflict of Interest policy and how it is implemented, as well as including hypothetical scenarios and service categories.

Jack Newby agreed to develop a draft presentation and circulate it among Committee members for feedback as soon as possible.

Committee discussed moving up the Title II presentation to be the same time as the Title III and Title IV presentations.

Committee discussed a joint HHSPC and HPPC meeting.

Committee discussed when to schedule Housing and HOPWA data presentations.

10. Review 2005 Epi/Surveillance Presentation to the Planning Council

Committee reviewed the 2005 Epi/Surveillance Presentation to the Planning Council and discussed content changes to this year's presentation which is scheduled for April Council Meeting. Committee agreed the presentation was good, and more data on the following items would be helpful:

More focus on trends; data on late testers; comparison of zip codes of residence to zip codes of treatment; absolute numbers rather than percentages of not-in-care; data on CoEs.

Council Support in contact with Maree Kay Parisi regarding scheduling of the Epi presentation.

11. Review 2005 San Francisco Department of Public Health Funding Streams and Summary Sheets for March Council Meeting

Committee reviewed and discussed content changes to the 2005 San Francisco Department of Public Health Funding Streams and Title II presentation. No comment on the Title II presentation. Suggestions for the Funding Streams presentation: how do ADAP and Medicare Part D work together; funding streams through the Health Department for HIV whether or not they go through the AIDS Office.

Committee discussed the possibility of receiving the budget in a different format.

Committee reviewed the Summary Sheets presentation from 2005 and discussed suggestions for changes regarding format and content: no format changes; and data regarding unmet need if possible.

12. Next Meeting Date & Agenda Items

Committee identified the following agenda items for the next meeting scheduled for April 11th, 2006:

- Review of Scheduled Presentations
- Update on Board of Supervisors' Education Project

Co-Chair Thomas adjourned the meeting at 5:36 pm.

All documents presented and reviewed at the meeting are on file at Council Support Office.

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, April 11th, 2006
25 Van Ness Avenue, Room 330 A
3:30 – 5:30 pm

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|--|--------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve March 14th, 2006 Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:36 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee and General Update | Group | 3:50 |
| <i>A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.</i> | | |
| 7. Review of Severe Need and Eligibility Definitions in the Planning Council's Policy and Procedures' Draft Manual | Group | 4:00 |
| 8. Update on Board of Supervisors' Education Project | Group | 4:10 |
| 9. Review Epi/Surveillance Presentation to the Planning Council in April | | |
| Ling Hsu, DPH, HIV Health Services | | 4:20 |
| 10. Review of Reggie | | 4:50 |
| Celinda Cantu, DPH, HIV Health Services | | |
| 11. Review Outline and Draft Calendar for Priority Setting and Allocation including Data Presentation Schedule for Fiscal Year 2007 | Group | 5:20 |
| <i>The committee will discuss developing the Priority and Allocation calendar and Data Presentation schedule for FY 2007. Update as necessary based on SFDPH HIV Health Services office feedback</i> | | |
| 12. Next Meeting Date & Agenda Items | Group | 5:30 |
| <i>The next meeting will be on May 9th, 2006. Committee will identify agenda items for the next meeting.</i> | | |

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**HIV Health Services Planning Council
PLANNING COMMITTEE MINUTES
Tuesday, April 11, 2006
25 Van Ness Avenue, Room 330 A
3:30 – 5:30 pm**

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Committee Members Present: Laura Thomas (co-chair); Donald Soto; Ellen Sweetin

Committee Members Absent: George Simmons (co-chair)

Other Council Members Present: Ken Pearce, Susan Philip

Others Present: Celinda Cantu and Ling Hsu, SFDPH HIV Health Services

Council Support Present: Jack Newby; Enrique Asis; Susan Latham

1. Introductions

Co-Chair Thomas called the meeting to order at 3:44 pm and those present introduced themselves.

2. Review/Approve Agenda

Committee reviewed the agenda and it was approved by consensus. Item 10 was moved before Item 6.

3. Review/Approve March 14th, 2006 Minutes

Committee reviewed the minutes from the March 14th, 2006 Planning Committee meeting and approved them by consensus.

4. Announcements

There were no announcements

5. Public Comment

There were no public comments.

6. Steering Committee and General Update

Co-Chair Thomas presented a monthly update of Steering Committee activities and discussions, which were primarily items from this Committee.

7. Review of Severe Need and Eligibility Definitions in the Planning Council's Policy and Procedures Draft Manual

Discussion:

- o Look at transportation issues, especially for Marin and San Mateo Counties
 - o Ex: Ryan White CARE Act formula would reflect a loss of dollars from Marin and how those funds are distributed across the EMA (Eligible Metropolitan Area)
 - o San Francisco needs to be prepared for clients from other counties, especially for services not available in their "home" counties
- o Forward discussion to Steering Committee, for discussion only

- o Formulate proposal for full council and encourage SFDPH HIV Health Services to attend
- o Update federal poverty level and eligibility form for presentation

8. Update on Board of Supervisors' Education Project

Ms. Thomas reported that council co-chairs have met with Supervisors Daly, Dufty and Maxwell, that the process of meeting with other members of the Board is continuing.3

9. Review EPI/Surveillance Presentation to the Planning Council in April

Ling Hsu, San Francisco Department of Public Health, HIV Health Services, presented, noting that Maree Kay Parisi would be presenting to the full Council.

Discussion:

- o More late tester information
- o Surveillance: waiting for the legislation to be signed
- o Minimum information on OOJ cases, therefore not investigated or reported
- o Paying for care in OOJ cases: many live in neighboring counties
- o Rough estimate of OOJ is 5000
- o Why are numbers so high? CDC does not report by risk behaviors, but orientation (Cantu)
- o Include incidents of rate and prevalence, a population estimate or range, and choose midpoint as the final number
- o Include some methodology and explain the consensus data estimate and compare with HIV reporting data

10. Review of Reggie

Celinda Cantu, San Francisco Department of Public Health, HIV Health Services, reviewed last year's presentation, noting there will be a new release of Reggie on July 1st, 2006, which is after the presentation to the full Council.

Discussion:

- o Each data field will have a time check
- o Severe need data will be included
- o The merged records will be have more valid information
- o Reggie would date from the beginning of CoE (Centers of Excellence) to current
- o Roll out has already started; there will be a meeting for Reggie users' groups
- o Bugs should become known by September; subsequently addressed
- o March – August is the usual monitoring period
- o compliance is high, except for two agencies
- o interface will not change that much: most else is an add-on, i.e. there are no new screens
- o better picture of public/private insurance
- o if med regime has not changed in a year, Reggie would not invalidate: a button has been added that states "added as of today"
- o demographics are based on last year's questions
- o look at change from one to three year presentation:
 - o household demographics

- household incomes
- what % is below poverty level
- (In the past, DPH knew the answers to the above items.)
- Suggested additions:
 - Clients over 50
 - Late testers (HIV/AIDS diagnosis concurrent)
 - Formerly incarcerated, i.e. within last four months
 - Do a three-year comparison: 03-04, 04-05, 05-06
 - Zip code comparisons

Ms. Thomas thanked Ms. Cantu for the presentation, and requested an update in six to nine months.

11. Review Outline and Draft Calendar for Priority Setting and Allocation including Data Presentation Schedule for Fiscal year 2007

Committee reviewed and discussed

12. Next Meeting Date & Agenda Items

Committee identified the following agenda items for the next meeting scheduled for May 9th, 2006:

- Review presentations for the May 22nd Full Council meeting
- Update on Board of Supervisors' Education Project

Co-Chair Thomas adjourned the meeting at 5:44 pm.

All documents presented and reviewed at the meeting are on file at Council Support Office.

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HIV Health Services Planning Council**PLANNING COMMITTEE DRAFT AGENDA****Tuesday, May 9th, 2006****25 Van Ness Avenue, Room 330 A****3:30 – 5:30 pm**SAN FRANCISCO
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1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve April 11th, 2006 Minutes	Group	3:34
4. Announcements	Group	3:36
5. Public Comment	Public	3:45
6. Steering Committee and General Update <i>A monthly update of the Steering Committee activities and discussions and any other Council Committee Updates.</i>	Group	3:50
7. Review and Discuss changes to Eligibility and Severe Need Criteria	Group	4:00
8. Begin Work on Priority Setting and Resource Allocation Recommendation - Discussion	Group	4:10
9. Preparation for Summit – Format, Types of Recommendations from Planning Committee, Selection of Facilitator, Review of Presentations for Data Review – Discussion	Group	4:25
10. Review Minority AIDS Initiative Presentation – Suggestions	Group	4:35
11. Review County Presentations – Comments – Suggestions	Group	4:50
12. Review Other Funding Streams Presentation – Suggestions	Group	5:00
13. Next Meeting Date & Agenda Items <i>The next meeting will be on June 13th, 2006. Committee will identify agenda items for the next meeting.</i>	Group	5:30

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HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* MINUTES

Tuesday, May 9th, 2006

25 Van Ness Avenue, Room 330 A

3:30 – 5:30 pm

Committee Members Present:

Laura Thomas (co-chair); George Simmons (co-chair), Donald Soto

Committee Members Absent: Ellen Sweetin

Other Council Members Present: Billy Jean Kanios, Ken Pearce, Charles Siron,

Others Present: Celinda Cantu and Hilda Jones, SFDPH HIV Health Services, Rachel Matillano and Noelle Arceno, AAPI Wellness Center,

Council Support Present: Jack Newby; Joe Lynn

1. Introductions

Committee Co-Chair Laura Thomas called the meeting to order at 3:41.

2. Review/Approve Agenda

The agenda was approved by consensus.

3. Review/Approve April 11th, 2006 Minutes

The minutes were approved by consensus.

4. Announcements

Director Jack Newby announced an upcoming Community Forum at the Mission Health Center. Council Member Charles Siron announced an upcoming SRO task force meeting.

5. Public Comment

There was none.

6. Steering Committee and General Update

- *A monthly update of the Steering Committee activities and discussions and any other Council/Committee Updates.*

Council Co-Chair Donald Soto said that there were meetings with Supervisor Chris Daly and Health Director Mitch Katz on a \$1 million fund. He had also met with Michelle Long concerning the prioritization process.

There was some talk about the ways to provide greater discussion at full council meetings. This was in part prompted by the quorum problems at Committees which then required a fuller vetting of proposals at the Council. Some thought that the committee work needed more respect. Others thought that simplified presentations would provide more time for discussion but perhaps at the

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expense of new members learning the issues. Breaking up into small groups was mentioned although it was thought that too much time might be consumed. Finally, some believed the presenter may want to work with Council Support Staff Enrique Asis to consolidate the presentations.

7. Review and Discuss changes to Eligibility and Severe Need Criteria

There was a lengthy review of the history of this proposal and general support for it with reservations over its full impact. A pilot program might be set up to test the concept. There was some skepticism over the Council's ability to assess the full extent of the problem. Others thought that one county should not be advantaged over another county which might have used general fund dollars to provide greater services to its residents.

The three-year plan was then consulted concerning its recommendation to study the question of integrating multi-county services. **There was a general consensus that a) the Council should not act for this upcoming fiscal year, b) the Council should continue to implement the three-year plan's recommendation and c) the Council should request technical assistance so that data could be gathered and options explored before the Council took action on the matter.** This action might take the form of community forums, focus groups, and assistance from Harder & Co. The Council could also study other cross-county contracts the City uses.

8. Begin Work on Priority Setting and Resource Allocation Recommendation - Discussion

Committee Co-Chair George Simmons reported that the recommendations are being developed for review before bringing them to the council.

9. Preparation for Summit – Format, Types of Recommendations from Planning Committee, Selection of Facilitator, Review of Presentations for Data Review – Discussion

By consensus, it was agreed that Mr. Soto and Ms. Thomas would call the facilitator from last year about her availability for this year's meeting. The meeting may be at the Eureka Valley Community Center. A special focus may be needed on the first and second years of the three-year plan. As part of the preparations, it was suggested that someone identify any recommendations from three year plan that needed attention from the Planning Committee.

10. Review Minority AIDS Initiative Presentation – Suggestions

This item was taken out of order after item #7 above.

Ms. Hilda Jones reported that no changes had been made and that there would be a handout at the meeting for May 22. It would be based in part on Mary Kay Parisi's report and address. It would explain what happened to prior programs which had been subsumed by the Centers of Excellence.

Some Council Members expressed the hope that the gender breakdowns might include transgenders.

11. Review County Presentations – Comments – Suggestions

While the Council has Marin's presentation, San Mateo was meeting the next day on theirs.

Marin's report would include 17 and 20 month prioritizations. The differing time periods reflect changes in fiscal years for contracts between '06 and '08. Questions were raised concerning why only 11% of dental and 16% of other units of service had been supplied after one half of a fiscal year. The folks from Marin should understand that there may be questions as to the meaning of the numbers in their report.

12. Review Other Funding Streams Presentation – Suggestions

The co-chairs had talked with the HIV Health Services folks. An intern was working on the presentations and will present something to the full council. It was uncertain as to whether the HIV Health Services would be making the presentation.

13. Next Meeting Date & Agenda Items

Ms. Jones' presentation would be scheduled for the May meeting. Other funding streams would be discussed in June. **Mr. Newby will circulate a list of items for future agendas to meet the August deadline for the prioritization meetings now scheduled for August 24 and 26. The three-year plan would be consulted for any other recommendations that needed to be discussed.**

The Steering Committee would consider today's motion concerning eligibility and Ms. Jones' presentations.

The next meeting will be on June 13th, 2006. Committee will identify agenda items for the next meeting.

HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* AGENDA
Tuesday, June 13th, 2006
25 Van Ness Avenue, Room 330 A
3:30 – 5:30 pm

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|---|--------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve May 9th, 2006 Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:36 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee and General Update | Group | 3:50 |
| <i>A monthly update of the Steering Committee activities and discussions and any other Council/Committee Updates.</i> | | |
| 7. Review and Comment on Funding Streams Presentation, Prepared by Jack Newby | Group | 4:00 |
| 8. Review and Discuss Reggie Report and Quality Management, Celinda Cantu, SFPDH, HIV Health Services | Group | 4:10 |
| 9. Discussion Regarding the Impact on Priority Setting and Resource Allocation Recommendation | Group | 4:25 |
| 10. Discussion of the Preparation for Summit - VOTE | | |
| a. Format | | |
| b. Types of Recommendations from Planning Committee | | |
| c. Schedule of Facilitator, Susan Strong | | |
| d. Review of Presentations for Data Review | | |
| e. Planning Committee Discuss Meeting the Last Week of June | | |
| f. Full Planning Council Tentative July Meeting Schedule | | |
| • Monday, July 10 th | | |
| • Monday, July 24 th | Group | 4:35 |
| 11. Next Meeting Date & Agenda Items | Group | 5:30 |
| <i>The next meeting will be on July 11th, 2006. Committee will identify agenda items for the next meeting.</i> | | |

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- Review of Reggie Report
- Continue discussion of Priority Setting and Resource Allocation Recommendations to Council
- Discuss implications of Reauthorization and how to prepare PC for possible changes
- Determine Schedule for Susan Strong (consultant) for meetings leading up to PS/RA (do you want Susan at this meeting?)

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**HIV Health Services Planning Council
Planning Committee Draft Minutes
Tuesday, June 13, 2006
DPH 25 Van Ness Avenue Room 330 A
3:30 - 5:30 pm**

Committee Members Present: Laura Thomas (co-chair), George Simmons (co-chair), Donald Soto, Ellen Sweetin
Other Council Members Present: Billy Jean Kanios
Others Present: Cynthia Hoffman, Rodney Murphy, Wendy Phillips, Tim Patriarch (Maitri), Steven Grohic McKay (RCF-CI Collective all), Elizabeth Colomello (SFRA)

1. Introductions

Co-Chair Laura Thomas called the meeting to order at 3:40 pm, and everyone introduced themselves.

2. Review/Approve Agenda

Item #10 (Discussion of the Preparation for Summit) will include a presentation of the Residential Care Facility for the Chronically Ill (RCF-CI).

Although the materials for Item # 7 (Review and Comment on Funding Streams Presentation are prepared, this item will not be heard.

Item #8 (Review and Discuss Reggie Report and Quality Management) is not ready for today's meeting and will be skipped. It will be taken up at the August 14 meeting.

The agenda as amended was approved by consensus.

3. Review/Approve May 9th, 2006 Minutes

The reference to "AAPI" referring to "Others Present" was amended to "API."

Motion (Allgaier/Soto) to approve the amended minutes passed unanimously.

4. Announcements

Co-Chairs Don Soto and Randy Allgaier along with Committee Co-Chair Laura Thomas will be in DC the following week at a CARE Coalition session.

There will be a community forum on Jun 22 for folks 50 and over.

The HIV Health Walking Group is looking at issues involving care and will issue a call to action aiming to have a broad community meeting to look at the model of CARE in the San Francisco.

5. Public Comment

There was none.

6. Steering Committee and General Update

A monthly update of the Steering Committee activities and discussions and any other Council/ Committee Updates.

There was nothing new reported.

7. Review and Discuss changes on Funding Streams, Prepared by Jack Newby

Ms. Thomas noted that there were handouts put together by Intern Gilda Mansour and Jack Newby to satisfy federal requirements for looking at other funding streams.

Ms. Elizabeth Colomello said that there was a question concerning the \$8,070,000 figure attributed to SF Redevelopment and that she will cross-check the figure.

8. Review and Discuss Reggie Report and Quality Management

This matter was continued to a future meeting.

9. Discussion Regarding the Impact on Priority Setting and Resource Allocation Recommendation

The issue was how to plan for possible changes and cuts as the result of new legislation that might not be finalized until after the August meeting. **Ms. Michelle Long, DPH Office of AIDS Services, said that HRSA had not issued anything to shed light on what must be a problem with other EMA's across the country and that she would try to get some guidance from them. This will require frank talk with the Council on the realities faced.** Anything accomplished in August may have to be redone based on an anticipated 10% cut and a possible need to reorder priorities to meet a new rule mandating 75% of the funds be spent on core medical services which as of the meeting was only about 41%. While detailed strategization may not be appropriate at this meeting, plans did need to go forward on educating the Council as to the nature of the problem.

There was a consensus that the next Council meeting agenda should have time for discussing this at the beginning of the meeting.

10. Discussion of the Preparation for Summit

This discussion began with a presentation by the RCF-CI Collective. They provide facility based health care in San Francisco for severely ill folks including end of life care. Citing a case study as to the type of success that they have, they described the types of services that they provide: attendant care, nursing services, case management services, meals and opportunities for socialization and personal growth. Last year, they were prioritized as 17 out of 18 and hoped the Council would reconsider this.

Some noted that this category fits into the proposed new 75% rule. It was opined that last year's decision may have reflected the view that the facility was a hospice considered less important these days. It was suggested that the presentation at the Council include the distinction between them and a hospice.

Others suggested that the point needed to be made: without their facility, where would folks go? Also, a cut to them could have ripple effects so that the whole service might be lost. Costs could be highlighted since the cost of resident for all services is 30% of their income. Comparisons of the costs per bed were significant (approximately \$2,000 in a hospital compared to their \$180/bed). Demographics of those served would be helpful and might include transgender populations and income levels if available.

It was agreed that this would be sent to Steering for the June Agenda and would require about 25 minutes. The presentation would need to get to Susan by the 16th for the Steering Committee to consider, and that she would need the electronic version of their proposed presentation by noon on June 21.

- a. Format**
- b. Types of Recommendations from Planning Committee**
- c. Schedule of Facilitator, Susan Strong**
- d. Review of Presentations for Data Review**
- e. Planning Committee Discuss Meeting the Last Week of June**
- f. Full Planning Council Tentative July Meeting Schedule**
 - **Monday, July 10th**
 - **Monday, July 24th**

The remainder of the meeting focused on the summit itself, the directions needed for staff, meeting with the facilitator and considering Planning's future schedule.

The summit would be more efficient if presented with a template of priorities prepared by the Planning Committee. This would also meet the expectations of Council Members. Separate Planning Committee meetings would be needed. **The facilitator should attend at least one of them, perhaps the regular meeting on August 8.**

Some education needed to be planned for the first day of the summit on the anticipated 10% cut and how to manage new 75% rule.

Scheduling was discussed in some detail with attention given the scheduling of the country presentations, Reggie presentation, HOPWA and housing review and recommendations for the full council.

The first day of the summit should include highlights from the year's presentations and priority setting. Reauthorization would also be reviewed. The data review should focus on trends and new developments; it should be kept short and simplified to facilitate translations. There should be no new data.

On the Saturday of the summit, planning's recommendations could be presented for source allocations.

11. Next Meeting Date & Agenda Items

*The next meeting will be on **July 11th, 2006**. Committee will identify agenda items for the next meeting.*

In future, discussions concerning the manual would only require the table of contents. The RCF-CI presentation would be presented at the June full council meeting.

The meeting was adjourned at 5:20.

HIV Health Services Planning Council

PLANNING COMMITTEE DRAFT AGENDA

Tuesday, July 11th, 2006

25 Van Ness Avenue, Room 330 A

3:30 – 5:30 pm

-
- | | | |
|---|------------------|--------------------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve <i>June 13, 2006</i> Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:36 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee and General Update | Group | 3:50 |
| <i>A monthly update of the Steering Committee activities and discussions and any other Council Committee Updates.</i> | | |
| 7. Review Presentation of Housing Work Group | Margot Antonetty | 4:00 |
| 8. Review Presentation of Housing Opportunities for Persons with AIDS (HOPWA) | | |
| | Group | 4:10 |
| 9. Review and Discuss Reggie Report and Quality Management | | |
| Celinda Cantu, SF Department of Public Health, HIV Health Services | Group | 4:20 |
| 10. Discussion Regarding the Impact on Priority Setting and Resource Allocation | | |
| Recommendations: Impact of Reauthorization | Group | 4:45 |
| 11. Discussion of Service Category Definitions and Training | Group | 5:00 |
| 12. Discussion of the Preparation for Summit - VOTE | | |
| DOCUMENTS DEPT. | | |
| a. Format | | |
| b. Binder Preparation and Production | | JUL - 7 2006 |
| c. Types of Recommendations from Planning Committee | | SAN FRANCISCO |
| d. Schedule of Facilitator, Susan Strong | | PUBLIC LIBRARY |
| • Review Facilitator Agreement | | 07-07-07P01 10 RCV |
| e. Review of Presentations for Data Review | | |
| f. Full Planning Council Tentative August Meeting Schedule | | |
| • Monday, August 14 th | | |
| • Monday, August 28 th | Group | 5:20 |
| 13. Next Meeting Date & Agenda Items | Group | 5:30 |
| <i>The next meeting will be on Tuesday, August 8th, 2006 and Thursday, August 17th, 2006, both 3:30 – 5:30pm at 25 Van Ness Avenue, Room 300A and 300B respectively. Committee will identify agenda items for the next meeting.</i> | | |
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HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* MINUTES
Tuesday, July 11th, 2006
25 Van Ness Avenue, Room 330 A
3:30 – 5:30 pm

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Committee Members Present: Laura Thomas (co-chair), George Simmons (co-chair), Donald Soto, Ellen Sweetin, Susan Philip
Other Council Members Present: Randy Allgaier, Charles Siron, Margot Antonetty
Committee Members Absent: Billie-Jean Kanios
Others Present: Celinda Cantu (SFDPH HIV Health Services), Elizabeth Colomello (SFRA), Mike Smith (HAPN), Michelle Long (SFDPH HIV Health Services)
Council Support Present: Jack Newby, Susan Latham, Ray West, Enrique Asis

1. Introductions

Co-Chair Laura Thomas called the meeting to order at 3:40 pm, and everyone introduced themselves.

2. Review/Approve Agenda

Agenda was approved by consensus.

3. Review/Approve June 13, 2006 Minutes

One correction was noted: add CM Randy Allgaier as Other Council Member present.

Minutes approved as amended by consensus.

4. Announcements

CM Soto mentioned his review of the 3 year plan and items that must be reviewed. This item will be placed on the next agenda.

Mr. Newby questioned whether there might be a need to hire a consultant.

NEXT AGENDA 3YEAR PLAN AND ACTION ITEMS

5. Public Comment

There was none.

6. Steering Committee and General Update

There was nothing new to report.

7. Review Presentation of Housing Work Group

CM Antonetty noted that the Housing Work Group is an adhoc group, and that once policy was established the group stopped meeting. Once Housing policy is established by HRSA, recommendations can be brought forward from the Housing Work Group.

CM Thomas expressed that her interest was in what are other funding streams existed and where does CARE fit in with Housing review.

CM. Antonetty noted that San Francisco does not have one stop information source for housing. The Board of Supervisors approved the Department of Public Health creation of a workgroup for comprehensive Housing Plan for Persons Living With HIV (PLWH).

- Add-backs not included in Housing Table

- Wait List Table To Be Updated (N= 2500 active/eligible) actually 7000+
- All Tables To Be Updated
- Mixed funding issues are concern and need further analysis.
- Need to take into consideration Mayor's Office plans and collaborative housing project plans.
- Set asides for HIV eligibility in housing considerations?

CM Simmons expressed personal conflict of interest and concern that there are no guarantees from city and county funding for restoration of housing funds.

8. Review Presentation of Housing Opportunities for Persons with AIDS (HOPWA)

Ms. Colomello, San Francisco Redevelopment Agency (SFRA), introduced the HOPWA presentation.

CM Thomas requested that a Mission Creek slide be added to the presentation.

Ms. Cantu noted that the definition for "family" is broad. CM Siron requested that a "family" definition slide be added.

Presentation considerations included:

- Further discussion regarding trends/gaps, projections.
- HOPWA funding not increasing, and San Francisco is experiencing attrition downwards since subsidy costs increase yearly, but funding does not.
- To gain better control, structural changes have been implemented in the programs.
- HOPWA reauthorization is also a concern regarding future funding.
- Multiple funding issues regarding state law and HUD laws.

Mr. Smith, HIV AIDS Provider Network (HAPN) requested that a "trends" slide be placed at conclusion presentation.

9. Review and Discuss Reggie Report and Quality Management

Ms. Cantu discussed major drawback release issue with follow-up of COEs (Centers of Excellence) concern discussion and reiterated that presentation slides will be more focused on 3 year plan. She summarized the trend of people shifting in income from poor to extremely poor. System-wide this is not much shift but noticeable within category, i.e., 3-5% shift within one year.

- Requests to do basics and concentrate on 3 year cycle w/handouts and geographic/demographic profiling
- Quality of data has improved system-wide
- Agency reporting issue with regard to COE reporting and CARE category reporting
- Need minimum 12 month base to look at COEs

- Unduplicated clients 6340 Title I/II.

The presentation will be submitted for approval by August 8th for August 14th Full Council meeting.

10. Discussion Regarding the Impact on Priority Setting and Resource Allocation Recommendations: Impact of Reauthorization

CM Thomas noted that the goal of prioritization based on just current law.

CM Allgaier suggested blueprint of handling potential changes, that is, the change to the 75%/25% HRSA (Health Services Service Administration) funding assignment. A reassessment plan should be considered while considering current law recommendations. CM Thomas agreed that this consideration is workable and recommendations can be put together.

Mr. Newby noted that further examination of service categories that potentially will be impacted. Laying framework for change will ultimately benefit the council as a whole.

Continuity of care was discussed with respect to planning and prioritization of funding to ensure minimum client impact.

CM Thomas recommended no other changes either in the service category tiers.

Motion (Allgaier/Philip) Move the two home health care case categories (10'S) to the top tier at the bottom of the list. Then approve the priority list as is.

Approved on Consensus.

Motion (Allgaier/Siron) - Allocations to remain the same based on flat funding.

Approved on Consensus.

11. Discussion of Service Category Definitions and Training

Discussion of purpose/need for training in light of decision to maintain prioritization and allocation processes.

Case Management definition clarity will be beneficial with potential CARE changes.

12. Discussion of the Preparation for Summit - VOTE

- a. Format
- b. Binder Preparation and Production
- c. Types of Recommendations from Planning Committee
- d. Schedule of Facilitator, Susan Strong
 - Review Facilitator Agreement
- e. Review of Presentations for Data Review
- f. Full Planning Council Tentative August Meeting Schedule
 - Monday, August 14th
 - Monday, August 28th

Susan Strong will attend August 8th meeting.

Presentation format will be discussed at next meeting.

There was no action taken.

13. Next Meeting Date & Agenda Items

*The next meeting will be on **Tuesday, August 8th, 2006 and Thursday, August 17th, 2006, both 3:30 – 5:30pm at 25 Van Ness Avenue, Room 300A and 300B respectively.** Committee will identify agenda items for the next meeting.*

Adjourned 5:40pm.

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, August 8th, 2006
25 Van Ness Avenue, Room 330B
3:30 – 5:30 pm

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- | | | |
|--|--------|------------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve July 11, 2006 Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:36 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee and General Update | Group | 3:50 |
| <i>A monthly update of the Steering Committee activities and discussions and any other Council Committee Updates</i> | | |
| 8. Review and Discuss Reggie Report and Quality Management | | 4:00 |
| <i>Celinda Cantu, Data Coordinator, SF Department of Public Health, HIV Health Services</i> | | |
| 9. Review and Discuss Center of Excellence Presentation – Info Requested by Committee | | Group 4:20 |
| 10. Review of County Presentations | Group | 4:45 |
| <i>CM Ellen Sweetin, San Mateo County; CM Sparkie Spaeth, Marin County</i> | | |
| 11. Three Year Plan Review and Consultant Hire - VOTE | Group | 4:50 |
| 12. Discussion of Service Category Definitions and Training | Group | 5:00 |
| 13. Discussion of the Preparation for Summit - VOTE | | |
| a. Susan Strong, Facilitator, Introduction and Summit Format | | |
| b. Agenda Review for August 24 & 26 Summit | | |
| c. Decision Matrix and Conflict of Interest Forms | | |
| d. Binder Preparation and Production – Review of Draft Binder | | |
| e. Types of Recommendations from Planning Committee | | |
| f. Review of Presentations for Data Review | | |
| g. Evaluation | Group | 5:10 |
| 14. Next Meeting Date & Agenda Items | Group | 5:30 |
| <i>The next meeting will be on Thursday, August 17th, 2006, 3:30 – 5:30pm at 25 Van Ness Avenue, 300B. Committee will identify agenda items for the next meeting.</i> | | |

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HIV Health Services Planning Council
PLANNING COMMITTEE
Tuesday, August 8th, 2006
25 Van Ness Avenue, Room 330B
3:30 – 5:30 pm

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MINUTES

Committee Members Present: Laura Thomas (Co-Chair), George Simmons (Co-Chair), Ellen Sweetin, Don Soto, Randy Allgaier, Susan Philip

Other Council Members Present: none

Others Present: Celinda Cantu, Michelle Bakker, Susan Strong, Steve Smith.

Council Support Present: Jack Newby, Susan Latham, Ray West, Enrique Asis

1. Introductions

CM Laura Thomas called the meeting to order at 3:40 p.m., and everyone introduced themselves.

2. Review/Approve Agenda

Item #10 should be review of three year plan and "vote" should be deleted.

The amended agenda was approved by consensus.

3. Review/Approve July 11, 2006 Minutes

The minutes were approved by consensus.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee and General Update

There was no report.

7. Review and Discuss Reggie Report and Quality Management

Ms Cantu, Data Coordinator, SF Department of Public Health, HIV Health Services, presented the preliminary presentation for the Prioritization and Allocation Summit and announced that Reggie 4.0 has been installed. The Reggie report now has three levels of data fields.

A summary of the presentation includes the results of three questions regarding client demographics, distinguishing clients that use anti-retroviral therapy from those that are not, and the differing factors between "new" clients and continuing clients.

Noted were the trends of growing populations for clients over 50, within the Latino and API communities. Also, about 10% of clients were new to Reggie Care funded system. However, this does not indicate that they are newly HIV infected and new clients tend to be younger than continuing clients. Particular focus was placed on data from special populations, including incarcerated and clients over 50.

A total of 626 clients went into care funded services in funding cycle 05/06 and a slide will be added as comparison to last years statistics in relation to this years figures.

Patricia Sullivan Presentation was not present for the Quality Management Program discussion of presentation.

Time expected for presentation is 1 hour for the combined REGGIE/Quality Management presentation.

8. Review and Discuss Center of Excellence Presentation – Info Requested by Committee

This presentation was discussed and the two issues of concern were

1. Are the Center's of Excellence fully staffed?
2. Are there slots still available, and are they accepting new clients?

9. Review of County Presentations

County presentations were reviewed with discussion on materials that should be included for full understanding of processes and needs outside San Francisco County.

10. Three Year Plan Review and Consultant Hire

Mr. Newby and CM Soto provided discussion regarding the three year plan review. This information will discuss the overview of the Comprehensive Plan and review of the Core Values. In addition, an overview of how the goals were reviewed and determined to include in the work plan and a review of Prioritization Issues as they relate to the work plan will be presented.

11. Discussion of Service Category Definitions and Training

The Committee discussed the service category summary sheet. This information will be included in the 2006 Prioritization/Allocation Summit binder as a reference tool.

There will be a short presentation of the binder worksheet information to facilitate better understanding of the service categories.

12. Discussion of the Preparation for Summit -

a. Susan Strong, Facilitator, Introduction and Summit Format

Ms. Strong was introduced and the Summit Format discussion began.

The priority setting process will be similar to last year with individuals ranking priorities, the information will then be synthesized as a group and presented. Tier presentations of service categories will remain consistent with the exception of the Housing category which was moved to Tier One.

Evaluation and membership components of the Summit will be completed at the end of Day One. This will allow Day Two to focus on the Allocation process.

b. Agenda Review for August 24 & 26 Summit

The agenda format was reviewed and changes were incorporated by consensus.

c. Decision Matrix and Conflict of Interest Forms

The decision matrix form was removed.

d. Binder Preparation and Production – Review of Draft Binder

The preliminary Prioritization and Allocation Summit Binder copies were made available for review.

e. Types of Recommendations from Planning Committee

At the next meeting funding scenarios for allocation will be presented.

f. Review of Presentations for Data Review

Review was done as part of Ms. Cantu's report.

g. Evaluation

It was agreed that an evaluation of process leading to summit is to be done.

13. Next Meeting Date & Agenda Items

*The next meeting will be on **Thursday, August 17th, 2006, 3:30 – 5:30pm at 25 Van Ness Avenue, 300B.***

The meeting was adjourned at 5:40 p.m.

HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Thursday, August 17th, 2006
25 Van Ness Avenue, Room 330B
3:00 – 5:00 pm

1. Introductions	Group	3:00
2. Review/Approve Agenda	Group	3:02
3. Review/Approve August 8 th , 2006 Minutes	Group	3:04
4. Announcements	Group	3:06
5. Public Comment	Public	3:11
6. Review of Three Year Comprehensive Presentation	Group	3:15
7. Discussion and Development of Recommendations for Priority Setting - VOTE	Group	3:25
8. Discussion and Development of Recommendations for Resource Allocation - VOTE	Group	3:40
9. Development of Group Discussions and Large Group Discussions	Group	4:10
10. Roles of SF DPH HIV Health Services Staff – Discussion	Group	4:30
11. Process of Development of Funding Scenarios - VOTE	Group	4:45
12. Next Meeting Date & Agenda Items	Group	5:00

The next meeting will be on Tuesday, September 12th, 2006, 3:30 – 5:30pm at 25 Van Ness Avenue, 330B. Committee will identify agenda items for the next meeting.

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Thursday, August 17th, 2006
25 Van Ness Avenue, Room 330B
3:00 – 5:00 pm

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Committee Members Present: Laura Thomas (Co-Chair), Donald Soto, Billie-Jean Kanios, Susan Philip, Ellen Sweetin

Committee Members Absent: George Simmons (Co-Chair)

Other Council Members Present: None

Others Present: Susan Strong, Michelle Long (SF DPH), Dean Goodwin (HAPN)

Council Support Staff: Jack Newby, Susan Latham, Enrique Asis, Joe Lynn

1. Introductions

The meeting was called to order at 3:08 pm, and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was approved by consensus.

3. Review/Approve August 8th, 2006

The minutes were approved by consensus.

4. Announcements

Director Jack Newby announced the resignation of Valerie Flood.

5. Public Comment

There were no public comments.

6. Review of Three Year Comprehensive Presentation

This item was skipped.

7. Discussion and Development of Recommendations for Priority

The recommendation from this committee would be to acknowledge that home health care service is health care and recognize the impending 75/25 rule. The prior recommendations would be confirmed except that home health would be moved to tier 1.

There were questions raised as to whether tiering was helpful. They have some function for handling possible cuts. There may be advantages to using HRSA categories for priority setting.

8. Discussion and Development of Recommendations for Resource Allocation

There was some discussion of how points are awarded in considering the grant application.

The funding recommendations for allocation levels should be the same as last year.

9. Development of Group Discussions and Large Group Discussions

There was a discussion of how to handle group discussions at the summit. It was agreed that experienced council members would be assigned to each group,

10. Roles of SF DPH HIV Health Services Staff

There was comment on how beneficial it would be for there to be a discussion with DPH about its expectations. There was a consensus that it would be best if Michelle Long were to attend such a discussion.

11. Process of Development of Funding Scenarios

The Council will need an increased funding scenario which will be used primarily for developing the grant application,

Soto/Kanios (Passed 4/0, Thomas abstaining) moved that any increase in funding should go to the COE's in all service categories with expectation that AIDS office will use data to determine how to direct the funding.

Regarding decreased funding scenarios, the history of this year on cutting housing funding was discussed. To the extent general funds are available to backfill CARE cuts, then any shortcoming would be taken out of housing.

There was a consensus that on cuts of up to 5%, the Council would cut the first million dollars from the general fund for housing, with the remaining reductions, taken across board in all service categories.

A 10% cut, would similarly take the first million dollars from the general fund for housing, then the rest would come from tier 2.

Housing would share in cuts after original \$1million

There was a discussion of the effect of a 10% cut on tier 2 agencies.

Two options were developed for a 10 to 15% decrease scenario; first step is the housing cut for both options; then either (1) 15% off tier 2 and remainder across the board, OR (2) cut tier 2, and make up the remainder from tier one across the board.

There was a discussion of the effect of these reductions on the Marin and San Mateo allocations.

The Council could include the ability of the counties to come back with change in reduction protocols for their specific circumstances.

12. Next Meeting Date & Agenda Items

*The next meeting will be on **Tuesday, September 12th, 2006, 3:30 – 5:30pm** at **25 Van Ness Avenue, 330B**. Committee will identify agenda items for the next meeting.*

It was agreed that the Committee would not meet in September and would meet next in October. Co-Chair Laura Thomas said she would be late to the October meeting. There would be no meeting on August 25.

The meeting adjourned at 5:14 pm.

HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, October 10th, 2006
Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve August 17th, 2006 Minutes	Group	3:34
4. Announcements	Group	3:38
5. Public Comment	Public	3:42
6. Steering Committee Update <i>There will be no update this month.</i>	Co-chairs	3:45
7. Review of 2006 Reauthorization and Allocation Summit	Group	3:50
8. Review of the Evaluation of the Summit	Group	4:00
9. Reauthorization Update	Group	4:15
10. Prioritization Training Proposal	Enrique Asis	4:30
11. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report Laura Thomas		4:40
12. Work Plan for the Next Year <i>Review and Discussion of the Three Year Plan and results of the Steering Committee Retreat</i>	Group	4:50
13. Next Meeting Date & Agenda Items <i>The November date will be determined.</i>	Group	5:20
14. Adjourn	Group	5:30

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
3:30 – 5:30pm, Tuesday, October 10th, 2006
Department of Public Health, 25 Van Ness Avenue, Room 330B

Committee Members Present: Laura Thomas (co-chair), George Simmons (co-chair), Billie-Jean Kanios, Susan Philip, Don Soto, Ellen Sweetin

Committee Members Absent: None

Council Members Present: Randy Allgaier, Dorothy Kleffner, Charles Siron

Others Present: None

Council Support Staff: Ray West, Susan Latham, Joe Lynn, Enrique Asis

1. Introductions

The meeting was called to order at 3:30pm and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve August 17th, 2006 Minutes

The minutes were reviewed and approved by consensus as amended. Dean Goodwin represents SF Department of Public Health HIV Health Services, not HAPN.

4. Announcements

CM Simmons announced that Catholic Charities has received a \$25k grant from Union Bank to be used for eviction prevention for people with disabling HIV/AIDS and income below \$1000 per month. The contact person for this program is Cynthia Scott at 415.972.1336.

CM Allgaier announced his appointment to the HIV Planning Prevention Council.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no steering committee update.

7. Review of 2006 Prioritization and Allocation Summit

The 2006-2007 Action Report was presented for review.

8. Review of the Evaluation of the Summit

CM Allgaier presented the Evaluation of the Summit. Consensus among members is that more engagement and discussion is desired. The key points of the Summit evaluation include:

- Quantity and quality of presentations at full Council meetings
- Reviving PWA caucus not as a committee but as a caucus to have an opportunity to talk about issues and have data set discussions and leadership training.
- Alternative funding group should be established to look at council needs.
- Ongoing communications issues with the grantee office.

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9. Reauthorization Update

The reauthorization bill is currently stalled in the Senate.

10. Prioritization Training Proposal

It is recommended that more training be conducted throughout the year on the following topics:

- Epidemiological Data
- Reggie Data
- Needs Assessment Exec Summary
- Alternative Funding
- Summary Sheets
- COEs

It was also recommended that the PWA caucus be revived.

This proposal is being forwarded to the Steering Committee.

11. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report

CM Thomas discussed the previous plans, budgets and funding streams for the Housing Work Group. The goal of the work group is to present recommendations in 4 months around HIV housing issues.

CM Soto, Kanios, Simmons also sit on this work group.

The next Housing Work Group meeting is on November 7th, City Hall, 2nd floor, room, 278, legislative chambers.

12. Work Plan for the Next Year

CARE Council retreat issues were discussed and out of care populations are of particular concern.

Out of care populations include:

- Latino/a and undocumented community
- Women populations

It is recommended that the CARE council look at the EMA policies and ensure barriers to care are not being created and policy recommendations should be developed regarding documentation required for entry into care.

CM Thomas will create a draft of a proposed Work Plan to be updated and presented in November as a basis for discussion.

13. Next Meeting Date & Agenda Items

Action Work Plan

Co-chair elections

14. Adjourn

The meeting was adjourned at 5:25pm.

The next meeting date will be Tuesday, November 14th at 3:30 – 5:30pm. (Council Support will check availability for 3:00).

**HIV Health Services Planning Council
Planning Committee *Draft* Agenda
Tuesday, November 14 th, 2006
Department of Public Health
25 Van Ness Avenue , Room 330B
3:30 – 5:30pm**

1. Introductions

Group 3:30

2. Review/Approve Agenda

Group 3:32

3. Review/Approve October 10 th, 2006 Minutes

Group 3:34

4. Announcements

Group 3:38

5. Public Comment

Public 3:42

6. Steering Committee Update

Co-chairs 3:45

7. Committee Co-Chair Election – VOTE

Group 3:50

8. Discussion of Joint Meeting with the Policy and Evaluation Committee

Group 3:55

9. Discussion of the Presentations for 2007 and Development of Calendar

Group 4:15

10. Work Plan for the Next Year

Group 4:35

- *Review and Discussion of the Three Year Plan*

11. Reauthorization Update

Group 5:05

**12. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group
Report**

Laura Thomas 5:10

13. Next Meeting Date & Agenda Items

Group 5:20

- *Tuesday, December 12 th, 2006 is the next scheduled meeting date.*

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14. Adjourn

Group 5:30

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, November 14th, 2006
Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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Committee Members Present: CM Thomas, CM Simmons, CM Kleffner, CM Siron, CM Soto, CM Sweetin

Committee Members Absent: None

Other Council Members Present: CM Kanios, CM Pearce

Others Present: Celinda Cantu (SFDPH)

Council Support Staff: Jack Newby, Enrique Asis, Joe Lynn, Ray West

1. Introductions

The meeting was called to order at 3:33 p.m.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve October 10th, 2006 Minutes

The minutes were reviewed and approved by consensus.

4. Announcements

CM Simmons announced that Catholic Charities has received a \$25k grant from Union Bank to be used for eviction prevention for people with disabling HIV/AIDS and income below \$1000 per month. The contact person for this program is Cynthia Scott at 415.972.1336.

Jack Newby announced an update of SF CARE Council website, any suggestions should be forward to him.

CM Soto – announced that LSS has expanded and money management for pay services has expanded. Services are now open to all persons with HIV.

Celinda Cantu announced that Bill Blum is now on staff as Associate Director and will be a representative for the committee.

5. Public Comment

There was no public comment.

6. Steering Committee Update

Mr. Newby and CM Siron gave Steering Committee updates that include:

- ↓ Joint meeting with Policy and Evaluation Committee

- ↓ Presentation guidelines for Council Meetings
- ↓ PWLHA Caucus discussion – quarterly meetings suggested
- ↓ Update of San Francisco Housing Work Group
- ↓ Bylaws change for leave of absence

7. **Committee Co-Chair Election**

CM Siron nominated CM Thomas and CM Simmons.

VOTE

The candidates were elected by acclamation.

8. **Discussion of Joint Meeting with the Policy and Evaluation Committee**

Mr. Newby discussed the intent of the joint meeting. The intent is an effort of collaboration between the committees to attempt streamlining and improving the overall presentation process as indicated by Council Member evaluations for 2006.

Motion - Joint meeting of co-chair and interested parties meet to move forward with the issues (CM Pearce/Siron)

VOTE

Motion passes unanimously.

CM Sweetin expressed interest in attending this meeting.

9. **Discussion of the Presentations for 2007 and Development of Calendar**

CM Thomas adapted last years schedule for next year and presented the proposed calendar. The entire calendar is based on the current legislative environment and is timed according to availability.

In preparing the calendar, it was also taken into consideration that the Planning Committee will review all major presentations with the presenters a couple of months before the Council meeting. A sub group will have seen all presentations before they go to the Council. In addition, there will be an attempt to integrate training into the presentations. Planning or staff should also put context into the presentations prior/following to explicitly discuss the major items considered.

Reauthorization updates will presented at each meeting until something happens. Hopefully new legislation will not have the same impact on District 8, San Francisco. SF EMA may be living under the current law for the next year.

Other calendar notes include:

- ↓ Outside county presentations will be in February.

- ↓ SFDPH is willing to incorporate training with Reggie basics in April. Written basics can be provided at that time.
- ↓ A presentation on a service category is to be presented in May and the category will be picked at a later date.
- ↓ There will be a work group for funding streams in June.
- ↓ Reggie and Quality Management should be coordinated in timing and will be presented in July. For consideration, analysis and trends are available for the last two years, but sub- population information has not been used. Demographics is also something that can be looked at. In addition, more in depth training can be done for Council Members outside of Council meetings.
- ↓ The second July meeting will be other counties priorities and allocations presentations.
- ↓ There are currently only two meetings in August.

It was noted that the calendar must be set with regard to grantees time and data management.

With respect to special need research funding, it was noted that CARE Council is still waiting for HRSA request information.

Community input and format in December.

The COA Committee would like suggestions from Planning with respect to potential forums for 2007. After discussion, the Planning Committee is suggesting the following five focus populations:

- ↓ Latino/a
- ↓ Over 50
- ↓ COE clients
- ↓ Women, especially people of color
- ↓ Prevention with positives

10. Work Plan for the Next Year

The Three Year Plan was reviewed and discussed.

The date for the Co-Chair retreat has not been determined. This will be determined when all Committees have elected co-chairs.

Comprehensive Plan page 65.

Action Item – Agendize Objective 1.3

Council Support Action Item - It was determined that Council Support staff will begin action on bullet point #2 for Year One. The goal for this timeline is February 2007.

11. Reauthorization Update

CM Thomas announced that there will be Reauthorization updates at each meeting until something happens. It is hopeful that new legislation will not have the same impact on District 8, San Francisco and that the EMA may be living under the current law for the next year.

12. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report

CM Thomas announced that a Housing Report detailing the work of the Work Group will be available in March 2007. The Work Group has already looked at funding streams and is currently looking at:

- ↓ Existing housing models and reform,
- ↓ Housing wait list and role it plays and can it be changed,

The goal of the Housing Work Group is to provide a proposal to the Board of Supervisors regarding Housing needs for people with HIV/AIDS.

13. Next Meeting Date & Agenda Items

Next Meeting Date

The next meeting is scheduled for Tuesday, December 12, 2006 at the same location.

Next Agenda Items

- Comprehensive Plan page 65.
- Action Item – Agendize Objective 1.3 of the 3 year plan
- Draft schedule – Vote
- Review Planning/Evaluation and Policy joint meeting
- Presentation Schedule
- 3 year plan presentation
- COA report on schedule/content for fora.

14. Adjourn

The meeting adjourned at 5:18 p.m.

ACTION ITEMS:

Action Item – Agendize objective 1.3, Page 65, 2006-2009 of the Comprehensive HIV Health Services Plan.

Council Support Action Item – coordinate joint meeting of Planning and Evaluation and Policy Co-chairs.

Council Support Action Item – begin working on bullet point #2, page 65, Year One, 2006-2009 Comprehensive HIV Health Services Plan. The goal for this timeline is February 2007.

HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Monday, December 11th, 2006
Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve <i>November 14th, 2006</i> Minutes	Group	3:34
4. Announcements	Group	3:38
5. Public Comment	Public	3:42
6. Steering Committee Update	Co-chairs	3:45
7. Comprehensive Plan Objective 1.3 – VOTE	Group	3:55
• <i>Review, Discuss How to Proceed</i>		
8. Report on Meeting with Policy and Evaluation Committee	Group	4:15
9. Review and Discuss 3 Year Plan Presentation for Council Meeting	Group	4:20
10. Review and Approve Data Presentation Schedule- VOTE	Group	4:30
11. Reauthorization Update	Laura Thomas	4:50
12. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report	Laura Thomas	5:00
13. Committee Goals/Objectives for Retreat/Council Action Plan	Group	5:10
14. Next Meeting Date & Agenda Items	Group	5:20
• <i>Tuesday, January 9th, 2006 is the next scheduled meeting date.</i>		
15. Adjourn	Group	5:30

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c/o Shanti, 730 Polk Street, 3rd Floor, San Francisco, CA 94109*

*San Francisco Department of Public Health, AIDS Office
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Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at Frank.Darby@sfgov.org. Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/bdsupvrs/sunshine.htm>

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Items 1 to 2 of 2

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Susan Latham Wed 12/6/20...
FW: CORECTION P...
Susan Latham Wed 12/6/20...
Planning Committee ...

Planning Committee Date Change

Susan Latham [slatham@shanti.org]

To: SF Docs

Cc:

The Planning Committee meeting has
been rescheduled to:

**HIV Health Services Planning
Council
PLANNING COMMITTEE
MEETING**

**Monday, December 12th,
2006**

**Department of Public Health
25 Van Ness Avenue, Room
330B**

3:30 – 5:30pm

**Please make note of this
schedule change.**

Susan Latham

Administrative Coordinator
HIV Health Services Planning Council
730 Polk Street 3rd Floor
San Francisco, CA 94109
415.674.4768

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, December 12th, 2006
Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

Committee Members Present: CM Thomas, CM Simmons, CM Kleffner, CM Soto, CM Siron

Committee Members Absent: CM Sweetin

Other Council Members Present: CM Allgaier, CM Herman, CM Pearce

Others Present: Bill Blum (SF AIDS Office), Celinda Cantu (SFDPH)

Council Support Staff: Jack Newby, Joe Lynn, Enrique Asis, Ray West

1. Introductions

The meeting was called to order by CM Thomas at 3:40 p.m.

2. Review/Approve Agenda

The agenda was approved by consensus.

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3. Review/Approve *November 14th, 2006 Minutes*

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The minutes were approved by consensus.

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4. Announcements

CM Simmons announced that Catholic Charities still has eviction prevention monies to be used by June 30, 2007.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The Steering Committee will be meeting following this meeting.

7. Comprehensive Plan Objective 1.3

The AIDS Office will be convening a meeting by the end of January, 2007 for discussion on how to improve service delivery among the three (3) county area.

8. Report on Meeting with Policy and Evaluation Committee

This item agenda was deleted.

9. Review and Discuss 3 Year Plan Presentation for Council Meeting

CM Pearce requested a summation of areas and goals that have not been met that will have implications on the allocation decision?

CM Kleffner requested clarification on Goal 5 which depends on needs assessment data.

The purpose of the Council presentation will be to see where we are in the process.

10. Review and Approve Data Presentation Schedule

CM Thomas presented the Data Presentation Schedule for 2007.

Fold in similar presentation from SFDPH and Health Commission into the Funding Streams Work Group.

VOTE – To approve the Data Presentation Schedule

VOTE – Schedule additional planning meeting for Tuesday, June 26 ,and move August meeting to August 7th (CM Thomas/CM Simmons).

APPROVED

11. Reauthorization Update

CM Thomas announced the signing of the 3 year reauthorization of the CARE. This will be better for San Francisco than the original five year authorization proposal.

Key points include:

- ⬇ Formula losses will be capped at 95%. The San Francisco EMA will lose 5% next year with no losses in year 2 and 3. This does not include supplemental monies.
- ⬇ Hold harmless remains in place
- ⬇ CA HIV data will continue to be used for ADAP funding. Unclear how the data will be used and it appears to be self reporting.
- ⬇ One thing still in legislation is 75% for core medical services. There will be a need for creative budgeting to move some services from GF to CARE are vice versa or a lot of services will be lost. It is unclear on the implementation date in 07 or 08.
- ⬇ Mandatory testing language is also included.
- ⬇ CARE negotiated case management but its unclear if in actual definition. The question remains whether case management will be considered part of medical setting or reflection of health outcome.
- ⬇ All EMA's remain in place.
- ⬇ Sunset date is in 3 years.

- ↓ New process will begin next year to look into how to react to the changing demographics of the disease and best way to implement care to people with HIV/AIDS.
- ↓ 70 million dollars needed in title 2 for reauthorization to work and for other EMA related issues.
- ↓ Expect late award – HRSA may give ½ of award until actual awards are processed.
- ↓ Appropriations – continuing resolution until early next year.
- ↓ Housing – 24 month cap for CARE funded housing.
 - Need to figure out how to move housing into the general fund.

12. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report

Data is being collected on the unmet needs and estimated # of beds that exist and are needed to address the San Francisco housing situation. They are continuing to work on the housing wait list issue specifically.

13. Committee Goals/Objectives for Retreat/Council Action Plan

Proposed goals/objectives include:

- input for Council Action Plan –
- date for reauthorization.
- barriers to care issues?
- council support budget issue
- cultural competency – this will include cultural competency around council members and barriers to participation.

Perhaps in needs assessment review look at barriers to care issues.

The four issues that will be addressed are:

- Barriers to Care
- Cultural Competency
- Council Support Budget
- Reauthorization

14. Next Meeting Date & Agenda Items

- *Tuesday, January 9th, 2006 is the next scheduled meeting date.*

15. Adjourn

The meeting was adjourned at 5:10 p.m.

HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, January 9th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve <i>December 11, 2006 Minutes</i>	Group	3:34
4. Announcements	Group	3:38
5. Public Comment	Public	3:45
6. Steering Committee Update	Co-chairs	3:50
7. Review CARE Act Title III Presentations	Group	4:00
<ul style="list-style-type: none"> • <i>Recommendations to Presenters: Tenderloin Health and Title Consortium</i> 		
8. Review Care Act Title IV Presentation		
<ul style="list-style-type: none"> • <i>Recommendations to Presenters: Larkin Street Youth</i> 		
	Group	4:25
9. Review and Adjust the Council's 2007 Presentation Calendar as Necessary		
	Group	4:35
10. Discuss Data Presentation (HRSA Requirements) for January 22 nd Council Meeting	Group	4:45
11. Reauthorization Update	Laura Thomas	5:00
<ul style="list-style-type: none"> • <i>Discuss Impact of Changes on Schedule</i> 		
12. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report		
	Laura Thomas	5:10
13. Next Meeting Date & Agenda Items	Group	5:20
<ul style="list-style-type: none"> • <i>Tuesday, February 13th, 2006 is the next scheduled meeting date.</i> 		
14. Adjourn	Group	5:30

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HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* MINUTES
Tuesday, January 9th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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Committee Members Present: Council Member Thomas (Co-Chair), Council Member Kleffner, Council Member Soto, Council Member Sweetin, Council Member Siron

Committee Members Absent: Council Member Simmons (Co-Chair)

Other Council Members Present: None

Others Present: Celinda Cantu (San Francisco HIV Health Services), Bill Blum (San Francisco HIV Health Services)

Council Support Staff: Jack Newby, Susan Latham, Ray West

1. Introductions

The meeting was called to order at 3:40 p.m. by CM Thomas (Co-Chair) and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve *December 11, 2006* Minutes

The minutes were reviewed and approved by consensus.

4. Announcements

CM Thomas announced that she will be leaving Tenderloin Health effective Monday.

Mr. Blum announced that there will be "Best Practices for Transgenders" training in February and that spaces may be reserved by contacting the San Francisco HIV Health Services office.

Mr. Newby announced that the HIV Positive Caucus will meet on Wednesday, January 10th at 7:15 p.m. following the regularly scheduled Community Outreach and Advocacy meeting.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. Review CARE Act Title III Presentations

CM Thomas presented the CARE Act Title III presentation information as a tool in understanding the Title III funding stream.

There was clarification that substance abuse and mental health services are outpatient.

It was requested that the other funding streams work group define HIV services by service provider. This useful tool will aid in understanding the system of care.

Action Item – ask presenter to amend the last page of presentation to list by service provider

8. Review Care Act Title IV Presentation

The Committee reviewed the Larkin Street Youth presentation for the full CARE Council meeting in February.

Questions regarding the presentation included:

- Title IV description of 8 partners on page 2 the same as on page 5 clarification. How do they collaborate with partners outside and including Title IV agencies?
- How do they coordinate with Title I and how are the services coordinated?

Recommendations to be forwarded to the presenter are:

- A basic introduction for Title III and Title IV and the differences for coordination of services for newer council members.

9. Review and Adjust the Council's 2007 Presentation Calendar as Necessary

The Committee reviewed the Council 2007 Presentation Calendar and made the following notations:

1. Additional bullet points should be added for Epidata (February) and county presentations (March) should also be included and timing should be consistent.
2. County presentations should include the work group recommendations and demographic trends should be used
3. Begin with last years presentation and take that information and move forward to revise the presentation. Presentation should include "n" reference number, i.e. n=85.

Action Items

- Epidata presentation to be moved to April to accommodate the presenters schedule.

- Conflict of Interest training will be held in March.
- Invite Mary Kay Parisi to next month meeting.

10. Discuss Data Presentation (HRSA Requirements) for January 22nd Council Meeting

At the full Council Meeting on January 22nd, a presentation will for Council Members will be given to give information about the HRSA legislative process and requirements. This information is being provided to assist Council Members in understanding the process of the decisions that they are making.

Presentation suggestions include:

1. Slides shown indicate the legislative requirements and implementation methods but are not discussed (so that CM can review and study later).
2. Use this presentation information as an orientation tool. To make this relevant, weave why presentations occur and present historical information.
3. Add summary of focus from last year and changes in priority and allocation over the year and reasoning as examples of the decision making may be useful. This information would include real world examples.
4. In considering a Centers of Excellence presentation a focus on the Forensic AIDS Project is suggested. The purpose is to acquire more information on the formerly incarcerated and their linkages to care. It is also recommended that this topic be discussed at the upcoming Steering Committee retreat.

11. Reauthorization Update

There was no further update at this time.

12. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report

The Board of Supervisor's Comprehensive HIV/AIDS Housing Working Group is working on recommendations for the Board of Supervisor's review.

- Housing issues being presented include:
- Moving residential care off wait list
- Building resources
- Moving subsidies onto general fund

There is a desire to incorporate housing into needs assessment to account for those who are currently homeless or in jeopardy of homelessness.

Housing demographics are currently being compiled to reflect familial breakdown for homeless category. The complexities of cross referencing the

data will be easily answered with good analysis of data in the future but not at present.

13. Next Meeting Date & Agenda Items

The next meeting date will be February 13, 2007.

In addition to standing committee agenda items, the following information will be included in the agenda:

- Review county presentations (there may be a need for an alternate method due to the joint meeting with HIV Prevention Planning Council). The presentation information is to be emailed to committee members by CM Soto. The proposed schedule is:
 1. Email copy to committee members by Jan. 29th.
 2. January 31st, comments to Mr. Newby to forward to individual counties.
 3. February 5th, 9 am final versions to Council Support. Policy will be forwarded to each county for presentation.
- Last years epi-data and unmet need information

14. Adjourn

The meeting was adjourned at 5:10 p.m.

Action Items

- Epi-data presentation to be moved to April to accommodate the presenters schedule.
- Conflict of Interest training will be held in March.
- Invite Mary Kay Parisi to next month meeting.
- Ask Title III presenter to amend the last page of presentation to list by service provider

HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, February 13th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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|---|----------------|------|
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| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve <i>January 9, 2007 Minutes</i> | Group | 3:34 |
| 4. Announcements | Group | 3:38 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee Update | Co-chairs | 3:50 |
| 7. Reauthorization Update | Laura Thomas | 4:00 |
| <ul style="list-style-type: none"> • <i>Discuss Impact of Changes on Schedule</i> | | |
| 8. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report | George Simmons | 4:15 |
| 9. Review and Discussion of the HRSA (US Health Resources and Services Administration) Reprioritization Formula – POSSIBLE VOTE | Group | 4:30 |
| <ul style="list-style-type: none"> • <i>Recommendations to Steering Committee, Tuesday, February 20th</i> | | |
| 10. Review and Discussion of the January 26 th Steering Committee Annual Retreat | | |
| <ul style="list-style-type: none"> • <i>Review draft retreat minutes</i> • <i>Review Work Plan</i> | | |
| | Group | 5:00 |
| 11. Next Meeting Date & Agenda Items | Co-Chairs | 5:20 |
| <ul style="list-style-type: none"> • <i>Tuesday, March 13th, 2007 is the next scheduled meeting date.</i> | | |
| 12. Adjourn | Group | 5:30 |

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25 Van Ness Avenue, Room 330B
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7. Review of Epi Presentation	Mary Kay Parisi	4:00
8. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group Report	George Simmons	4:10
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<ul style="list-style-type: none"> • <i>Reauthorization Update: Discuss impact of changes on schedule</i> • <i>Recommendations to Steering Committee, Tuesday, February 20th</i> 		
10. Review and Discussion of the January 26 th Steering Committee Annual Retreat		
<ul style="list-style-type: none"> • <i>Review draft retreat minutes</i> • <i>Review Work Plan</i> 		
	Group	4:50
11. Next Meeting Date & Agenda Items	Co-Chairs	5:20
<ul style="list-style-type: none"> • <i>Tuesday, March 13th, 2007 is the next scheduled meeting date.</i> 		
12. Adjourn	Group	5:30

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Committee Members Present: Simmons (Co-Chair), Thomas (Co-Chair), Kleffner, Sweetin

Committee Members Absent: Siron (Excused), Soto

Other Council Members Present: Herman, Kanios

Others Present: Mike Smith (HIV/AIDS Provider Network), Maree Kay Parisi (DPH – EPI), Celinda Cantu (SFDPH HHS), Bill Blum (SFDPH HHS), Steven Guolric-McClurg (Maitri), Michelle Long (Director, San Francisco Department of Public Health HIV Health Services)

Council Support Staff: Jack Newby, Ray West

1. Introductions

The meeting was called to order at 3:40 p.m. by CM Simmons and quorum was established. Everyone introduced themselves.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve January 9, 2007 Minutes

The minutes were reviewed and approved by consensus.

4. Announcements

Susan Latham has resigned from Council Support Staff effective February 28, 2007.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The Steering Committee Retreat minutes were presented and reviewed.

7. Review of Epi Presentation

Ms. Parisi gave a review of the Epi data format to be presented at the March 2007 CARE Council meeting. The availability of new information gathering methods will permit the epi data presentation to be expanded and the ability to see where trends are in the newly diagnosed. (See Handout, Status of the HIV/AIDS Epidemic San Francisco, dated April 24, 2006).

The 2007 presentation will also include research projects underway.

Of note is that the EMA is switching to the mandatory names base reporting system. CM Thomas noted that most EMA's are below level for names based reporting requirement.

8. Board of Supervisors' Comprehensive HIV/AIDS Housing Work Group (BOSHWG) Report

Presented by CM Simmons and brought forth the BOSHWG.

Recommendations brought forward

See handout.

3 categories

1. High priority – Tier 1

- A. Prevent homelessness for those at-risk due to pending federal funding cuts and policy changes.
- B. Increase supply of housing available to persons with HIV/AIDS.
- C. Eviction prevention assistance.
- D. Systems change.

2. Medium priority - Tier 2

- A. Improved marketing and outreach to PLWHA's.

3. Low priority - Tier 3

- A. Economic security leading to housing stability.
- B. Pilot new housing models that offer a spectrum of housing opportunities for PLWHA's at all stages of disability, including homeownership.

9. Review and Discussion of the HRSA (US Health Resources and Services Administration) Reprioritization Formula

Reauthorization Update: Discuss impact of changes on schedule

CM Thomas discussed the Reauthorization update.

March 1/April 30/August 1st

Verbal directive Title I compliance immediate (3/1/07). Budget and implementation will be sent after supplemental award.

Challenge for next Council meeting is to ensure compliance with new guidelines.

The committee discussed the presentation of proposal for compliance with the 75% funding for Core Medical Services requirement.

Recommendation that priority setting remain the same and allocation is addressed at the next meeting.

Proposal does not include actual dollar amounts due to questions that still remain regarding the process.

The goal is to preserve existing services and reduce impact of changes on clients and providers while ensuring that legislative requirements are being met.

Services may be moved to Core Services if they can be justified as integrated primary care.

Budget models will be presented to full council for review and consideration.

Title II complies with 75% due to ADAP.

2. Reduce funding to existing Support Service categories to match historical underspending in those categories. The grantee may also reduce contracts within Core services contracts, and those funds will be reallocated within the category.
3. Re-allocate to Core Medical Services all possible costs (within (HRSA guidelines), e.g. case management, emergency financial assistance spent on medical cost, and services provided in the context of integrated primary care (such as peer advocacy).
4. Re-allocate to Admin all possible costs, such as the portion of contracts supporting Reggie.
5. Ensure that Marin and San Mateo counties are in compliance with the requirements.
6. Move the Center of Excellence currently funded by Minority AIDS Initiative funding to regular Title I funds.
7. Maximize Title II flexibility by moving services from Other Support Services to Title II.
8. Maximize General Funds to maintain otherwise uncovered costs in Other Support Services Categories
 - a. Use existing GF resources to move housing to GF in accordance with existing Council directives.
 - b. If allowable, move GR-funded COE's and other appropriate services to Title I and fund support services with GF.
 - c. Advocate for additional GF to cover remaining housing costs and any other shortfalls.
9. Minimize the number of contracts affected by the changes.

The grantee will prepare a proposal for the Council regarding which service categories should be funded by Formula and Supplemental. The grantee will also produce models of best and worst case scenarios to help inform Council decision making.

Cap on admin has increased to 10% (15% w/ QM). This depends on grantee not increasing charges for costs. i.e cost to Reggie to be put into contracts.

General Fund is not completely reliable for budget shortfalls for continuation of all services.

Not included was hold-harmless.

Public Comment

Mike Smith, on behalf of all providers, acknowledgment of George, Laura and Michelle for work on proposal.

Recommendations to Steering Committee, Tuesday, February 20th

Action

**Simmons/Herman - Move SF Proposal to Steering for approval
Unanimous**

10. Review and Discussion of the January 26th Steering Committee Annual Retreat

- *Review draft retreat minutes*

This item was not discussed at this time. Council Support will put into grid form individual committee work plan objectives for review and action.

- *Review Work Plan*

This item was not discussed at this time. Council Support will put into grid form individual committee work plan objectives for review and action.

11. Next Meeting Date & Agenda Items

- *Tuesday, March 13th, 2007 is the next scheduled meeting date.*

12. Adjourn

The meeting adjourned at 5:30 p.m.

For meeting on February 26th

Counties give report on compliance

Proposal

Agenda item for reduction protocols (to at least start the discussion)

This could be further discussed at the March meeting.

Review Title IV – next agenda.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, March 13th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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|--|-----------------------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve <i>February 13, 2007</i> Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:38 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee Update | Co-chairs | 3:50 |
| 7. Review of Epi Presentation | Maree Kay Parisi, DPH | 4:00 |
| 8. Review of Title IV Presentation for Planning Council Meeting | Title IV Rep. | 4:10 |
| 9. Review of Conflict of Interest Training for Planning Council Meeting | Support Staff | 4:25 |
| 10. Review and Discussion of Next Steps for Compliance with Reauthorization | Group | 4:30 |
| <ul style="list-style-type: none">• Discuss impact of changes on schedule• Recommendations for further Council Action | | |
| 11. Review and Discussion of possible Changes in 2007 HHSPC Presentation Schedule | Possible VOTE | |
| <ul style="list-style-type: none">• Reschedule MAI Presentation• Make any other necessary adjustments | | |
| | Group | 4:55 |
| 12. Next Meeting Date & Agenda Items | Co-Chairs | 5:25 |
| <ul style="list-style-type: none">• Tuesday, April 10th, 2007 is the next scheduled meeting date. | | |
| 12. Adjourn | Group | 5:30 |

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*HIV Health Services Planning Council
c/o Shanti, 730 Polk Street, 3rd Floor, San Francisco, CA 94109*

*San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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Agendas are available on the Internet at <http://www.sfcarecomcil.org>

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, March 13th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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Committee Members Present: Thomas (co-chair), Simmons (co-chair), Kleffner, Soto, Sweetin, Siron

Committee Members Absent: None

Other Council Members Present: Kanios, Allgaier

Others Present: Celinda Cantu (SFDPH HHS), Bill Blum (SFDPH HHS), Esperanza Pallana (Family Services Network), Stephanie DeLucca (Family Services Network), Mary Kay Parisi (HIV Epidemiology)

Council Support Staff: Jack Newby, Ray West, Michelle San Pedro

1. Introductions

The meeting was called to order at 3:40 by CM Simmons and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

3. Review/Approve *February 13, 2007 Minutes*

The Minutes were reviewed and approved by consensus.

4. Announcements

Michelle San Pedro was introduced as the new HIV Health Services Planning Council Support Administrative Assistant.

The CARE Council sponsored Women's Forum will be held on February 22, 2007 at the Women's Center.

5. Public Comment

There was no public comment.

6. Steering Committee Update

75/25

Introduction of cultural competency training at beginning of March 26, 2007 Full Council meeting

7. Review of Epi Presentation

Mary Kay Parisi, HIV Epidemiology, presented for Committee review the "Status of the HIV/AIDS Epidemic San Francisco" to be given at the March 26, 2007 full CARE Council meeting.

The presentation will include information on the following:

- HIV/AIDS Surveillance System
- HIV non-AIDS Case Reporting
- Change in 2005 regarding San Francisco Data
- SF Cases vs. Out-of-Jurisdiction Cases That Received Care in San Francisco
- Status of HIV Reporting – February 2007
- Characteristics of Person Living with AIDS and Persons Living with HIV non=AIDS, December 31, 2006
 - To include:
 - Gender
 - Risk
 - Race/Ethnicity
 - Current Age
- Annual Number of New AIDS Cases, Deaths, and Cumulative Living AIDS Cases Among San Francisco Residents, as of December 31, 2006
- Age Distribution Among Persons with AIDS. San Francisco, December 31, 2006
- Number of Persons Living with HIV/AIDS Who are 50 Years Old* and Over
 - = Age >=50 is calculated as of the end of each year.
- 2006 HIV Consensus Estimates: Behavioral Risk Population Sizes, Prevalence Numbers and Rates
- HIV Prevalence rate (%HIV+) is calculated as the number of HIV positives divided by the population.
- HIV incidence rate (% new infection) is calculated as the number of new HIV infections each year divided by the population at risk (or HIV- population).
- This information includes
 - MSM – Men who have sex with Men
 - MSM – Men who have sex with Men Intravenous Drug Users
 - Transgender – non-Intravenous Drug User
 - Transgender – Intravenous Drug User
 - Male – Intravenous Drug User
 - Female – Intravenous Drug User
 - Hetero – Male
 - Hetero – Female
- HIV Incidence Surveillance Objectives
- Race/Ethnicity of Men Living with AIDS Compared to the General Population of San Francisco, December 31, 2006
- Race/Ethnicity of Women Living with AIDS Compared to the General Population of San Francisco, December 31, 2006
- Insurance Status and Race/Ethnicity Among Persons Diagnosed with AIDS, 2001-2006

- Proportion Surviving 3 years After AIDS Diagnosis by Race/Ethnicity, 1993-2004
 - White
 - African American
 - Latino
 - Asian Pacific Islander
 - Male
 - Female
 - Transgender
- Medical Monitoring Project
- Trends in the Percent of AIDS Cases Who Were Homeless at Time of Diagnosis, 1997-2006
- Characteristics of Homeless AIDS Cases at Time of Diagnosis, 1997-2006
- Characteristics of Male-to Female Transgender and Cumulative AIDS Cases, as of December 2006
- Late Testers: AIDS Diagnosed within 12 Months After HIV Diagnosis, San Francisco, 2001-2006
- Late Testers by Race/Ethnicity San Francisco, 2001-2006
- Other Subgroups with Higher Percentage of Late Testers, San Francisco, 2001-2006
- Missed Opportunities for Early HIV Testing
- Estimated Number and Percent of PLWH/A Not in Care, San Francisco, July 2004-June 2005
- Estimated Percent of PLWH Not in Care San Francisco, July 2004-June 2005
- Conclusions

8. Review of Title IV Presentation for Planning Council Meeting

Stephanie DeLuca and Esperanza Pallana, Family Services Network, presented for Committee review the presentation to be given at the March 26, 2007 full CARE Council meeting.

The presentation will include information on the following:

- I. What is FSN (DeLuca)?
- II. What is the structure of FSN?
- III. The Clients
- IV. Key Projects
- V. Title IV and other Titles
- VI. Questions and Answers

9. Review of Conflict of Interest Training for Planning Council Meeting

Mr. Newby discussed the CARE Council Member Conflict of Interest Policy Review to be presented at the March 26, 2007 full CARE Council meeting.

The presentation will include information on the following:

- Overview of the Policy
- Policy Specifics
 - Discussion
 - Voting
 - Vote ... or NO Vote
 - Abstain Or Recuse
- Questions / Discussion

10. Review and Discussion of Next Steps for Compliance with Reauthorization

CM Thomas, in process of significant changes to budget to comply with 75/25 and actual awards.

Recommended that not a lot of other major changes in services be made this year.

Prioritization can be affected

Changing environment for FY 07/08

Full schedule of priority related topics, but things may need to be taken out or time cut down on items on calendar to address compliance with reauthorization issues.

Recommendation that Council decision regarding

Newby - looking at schedule – usefulness of summary sheet presentation? Have the information available.

Take recommendation to steering.

ACTION - MOTION – ALLGAIER/SIMMONS

The Planning Council will focus its work on Implementation of the Reauthorized CARE Act:

Recommendations for approaching the remainder of the year are:

- That the 07/ 08 Prioritization serve as a template for 08 /09 and that minimal changes be made
- During the course of 2007, make allocation changes to comply with implementation requirements
- The changes made during 2007 serve as a template for 08 /09 Priority Setting and Allocations process
- Deal with other implementation issues as presented

There was no discussion

VOTE

Approved – Unanimous

11. Review and Discussion of possible Changes in 2007 HHSPC Presentation Schedule

- Reschedule MAI Presentation

Postponed given changes in MAI

Once criteria has been determined a presentation will be scheduled as potentially part of a larger discussion.

- Make any other necessary adjustments

The remainder of the calendar was reviewed and amended taking into consideration the need to focus on the newly released HRSA Guidelines. The updated calendar will be forwarded to the Steering Committee.

12. Next Meeting Date & Agenda Items

The next Planning Committee meeting is scheduled for Tuesday, May 1st 2007 at 25 Van Ness Room 330B.

The next agenda items will include:

- Last years Reggie data information and summary sheet format (to include COE's)
- CM Antonetty to be invited to attend the April Planning Committee meeting to discuss the Board of Supervisors Housing Work Group final recommendations..

13. Adjournment

The meeting adjourned at 5:30 p.m.

ACTION

County Budget compliance report to be calendared by Steering for next Full Council Meeting

Draft Calendar to be presented to Full Council in April.

May Committee meeting is rescheduled for Tuesday, May 1st from 4:30 until 6:30 p.m.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, April 10th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

2:20 p.m. usf
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1. Introductions	Group	3:30
2. Review/Approve Agenda	Group	3:32
3. Review/Approve <i>March 13th, 2007</i> Minutes	Group	3:34
4. Announcements	Group	3:38
<ul style="list-style-type: none">The May 2007 Full CARE Council meeting is currently scheduled for Memorial Day and will need to be rescheduled.		
5. Public Comment	Public	3:45
6. Steering Committee Update	Co-chairs	3:50
7. Draft Schedule and Presentation Schedule – VOTE	Group	3:55
8. Review and Finalize Dates for CARE Council Work Plan – VOTE	Group	4:10
9. Review of Reductions Protocol - VOTE	Group	4:25
<ul style="list-style-type: none"><i>Discussion of Next Steps</i>		
10. Review of Housing Presentation	CM Antonetty	4:40
11. Review and Discussion of COE Presentation	SFDPH	4:50
12. Review and Discussion of Reggie Presentation	Celinda Cantu, SFDPH	5:00
13. Review and determination of form of presentation of Summary Sheets	Group	5:10
14. Review and Discuss Eligibility and Severe Need Criteria – VOTE	Group	5:20
15. Next Meeting Date & Agenda Items	Co-Chairs	5:25
<ul style="list-style-type: none"><i>Tuesday, May 1st, 2007 is the next scheduled meeting date at 25 Van Ness, Room 330B, San Francisco.</i>		
16. Adjourn	Group	5:30

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*Agendas are available on the Internet at <http://www.sfcarecouncil.org>
THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT HIV Health Services Planning
Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*



HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* MINUTES
Tuesday, April 10th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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Committee Members Present: Thomas (Co-Chair), Simmons (Co-Chair), Soto, Sweetin

Committee Members Absent: Kleffner (excused), Siron (excused)

Other Council Members Present: Allgaier

Others Present: Celinda Cantu (SFDPH), Michelle Long (SF DPH), Bill Blum (SF DPH)

Council Support Staff Present: Jack Newby, Michelle San Pedro, Ray West

1. Introductions

CM Thomas (Co-Chair) called the meeting to order at 3:30 PM and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

3. Review/Approve *March 13th, 2007* Minutes

The March 13th, 2007 minutes were reviewed and approved by consensus.

4. Announcements

- The May 2007 Full CARE Council meeting is currently scheduled for Memorial Day and will need to be rescheduled.
- The Community Outreach & Advocacy (COA) Committee will have their first discussion re: Town Hall Meeting tomorrow, April 11, 2007. All who are interested in participating are encouraged to attend the COA meeting.

5. Public Comment

There was no public comment.

6. Steering Committee Update

Mr. Newby provided the Steering Committee Update.

7. Draft Schedule and Presentation Schedule – VOTE

ACTION – Approve Draft Schedule and Presentation Schedules

VOTE - approved by consensus

- Bill Blum will inform the committee if there is MAI (Minority AIDS Initiative) guidance, schedule it in May, and will send information to Mr. Newby

8. Review and Finalize Dates for CARE Council Work Plan – VOTE

ACTION – Review and Finalize Dates for CARE Council Work Plan

VOTE - approved by consensus.

9. Review of Reductions Protocol - VOTE

The committee reviewed potential funding reduction protocols to include :

- First cuts will come out of housing as funds are available.
- Put together various scenarios to present possible outcomes
- Start discussion at Steering Committee and next full council meetings regarding:
 - 75/25 compliance with new HRSA regulations (specifically, lower-tiered categories)
 - Anxieties/uncertainties surrounding cuts
 - Process of how decisions are made

10. Review of Housing Presentation

- CM Antonetty presented “Findings and Recommendations of the Comprehensive HIV/AIDS Housing Work Group”
- The following material was presented:
 - Overview of the HIV/AIDS Housing in San Francisco
 - Impetus for Comprehensive HIV/AIDS Housing Plan
 - Response: HIV/AIDS Housing Work Group
 - Work Group Findings: Epidemic Trends and Housing
 - Work Group Findings: Current HIV/AIDS Housing Inventory
 - Work Group Findings: Many PLWHA Have Special Needs
 - Work Group Findings: Funding Issues
 - Work Group Focus Area: Systems Change
 - HIV/AIDS Housing Work Group Recommendations
 - Tier 1 Recommendations
 - Tier 2 Recommendations
 - Tier 3 Recommendations

11. Review and Discussion of COE Presentation

This presentation has been postponed until the next committee meeting.

12. Review and Discussion of Reggie Presentation

This presentation has been postponed until the next committee meeting.

13. Review and determination of form of presentation of Summary Sheets

This presentation has been postponed until the next committee meeting.

14. Review and Discuss Eligibility and Severe Need Criteria – VOTE

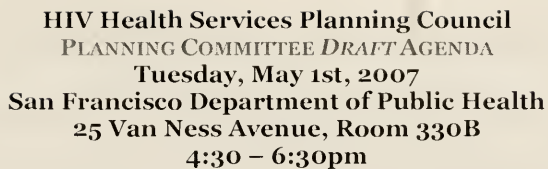
This presentation has been postponed until the next committee meeting.

15. Next Meeting Date & Agenda Items

- *Tuesday, May 1st, 2007 is the next scheduled meeting date at 25 Van Ness, Room 330B, San Francisco.*
- Add to agenda: Presentations (COE, Reggie, Summary Sheets, and Eligibility & Severe Need Criteria) which have been postponed.
- Include Updated 2007 Poverty Guidelines in the Eligibility & Severe Need Criteria Sheets.

16. Adjourn

CM Thomas (Co-Chair) adjourned the meeting at 5:30 PM.



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|---|-----------------------------------|------|
| 1. Introductions | Group | 4:30 |
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| 4. Announcements | Group | 4:38 |
| 5. Public Comment | Public | 4:45 |
| 6. Steering Committee Update | Co-chairs | 4:50 |
| 7. Review and Discussion of Centers of Excellence Presentation | Bill Blum, SFDPH HHS | 4:55 |
| 8. Review and Discussion of Summary Sheets Report and Format | Bill Blum, SFDPH HHS | 5:05 |
| 9. Minority AIDS Initiative – Review funding RFP to determine scope of MAI presentation | Bill Blum, SFDPH HHS | 5:15 |
| 10. Review of Late Testers Presentation | Aimee Crisostomo – Harder+Company | 5:25 |
| 11. Review and Discussion of Reggie Presentation | Celinda Cantu, SFDPH HHS | 5:40 |
| 12. Review and Discussion of Recommendations for Compliance w/ HRSA 75/25 and Reductions Protocol | Group | 5:55 |
| 13. Begin Discussions of Priority Setting and Resource Allocation Summit | Group | 6:15 |
| <ul style="list-style-type: none"> Review Evaluations of last year’s summit Determination of need for facilitator Review and discussion of format for day one and two Scope of Recommendation from Planning Committee to Full Council | | |
| 14. Next Meeting Date & Agenda Items | Co-Chairs | 6:25 |
| <ul style="list-style-type: none"> <i>Tuesday, June 12th, 2007 is the next scheduled meeting date.</i> | | |
| 15. Adjourn | Group | 6:30 |

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* MINUTES
Tuesday, May 1st, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 – 6:30pm

Council Members Present: Thomas (Co-Chair), Simmons (Co-Chair), Soto, Kleffner

Council Members Absent: Siron

Other Council Members Present: Allgaier, Pearce

Others Present: Mike Smith (HAPN), Dean Goodwin (SFDPH HHS), Celinda Cantu (SFDPH HHS), Michelle Long (SFDPH HHS), Bill Blum (SFDPH HHS), John Livingston

Council Support Staff Present: Jack Newby, Michelle San Pedro, Ray West

1. Introductions

CM Thomas (Co-Chair) called the meeting to order at 4:30 PM and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was reviewed and approved by consensus.

3. Review/Approve April 10th, 2007 Minutes

The April 10th Minutes were reviewed and approved by consensus.

4. Announcements

- Billie-Jean Kanios submitted a letter of resignation.

5. Public Comment

- The HIV/AIDS Provider Network (HAPN) presentation which was scheduled on June 25th, 2007 has been rescheduled to July 23rd, 2007.
- The Minority Aids Initiative (MAI) presentation will not occur in July.

6. Steering Committee Update

Mr. Newby stated there was no significant update.

7. Review and Discussion of Centers of Excellence (COE) Presentation

Michelle Long (SFDPH HHS) discussed the following:

- Goals for the COE
- Who are the COE
- Where the COE provides services
- What services the COE Provides

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- Each of the Seven (7) COEs gave individual presentations on their achievements and challenges
- The COE Presentation is scheduled for the July 9th, 2007 Full Council meeting.
- Suggestions from Council Members:
 - Add other funding sources
 - Include issues, concerns, challenges, and successes of COEs
 - Include each COE's recommendations to the Planning Council around any changes that would increase efficacy (focus, eligibility criteria)

8. Review and Discussion of Summary Sheets Report and Format

- Bill Blum (SFDPH HHS) and Dean Goodwin (SFDPH HHS) presented the Summary Sheets Report.
- Cap figures at 100% and make note of categories that are overproducing.
- Focus on summarizing how to read the sheets, address changes and trends.

9. Minority AIDS Initiative (MAI)– Review funding RFP to determine scope of MAI presentation

Michelle Long (SFDPH HHS) presented the following guidelines for applying for MAI funding:

- The application is due May 29th, 2007 and has the following considerations:
 - Apply for minimum of \$50,000 or maximum of \$10.7 million
 - Duration of three years:
 - Submit budget for first year and re-apply for subsequent years (it is a non-competitive after 1st year award)
 - In application, describe process of planning, prioritization and allocation; report on unmet need
 - MAI falls under Part A (Formerly known as Title I) – 75/25 applies in the context of all the Part A funds
 - Administrative costs (10%) and quality management (5%) allowed on this grant
 - Submit budget on all Plan A budget (75/25 and reductions protocol)
 - COEs have discussed the need for more case management, about half the clients of COEs are persons of color.
 - Apply for more money for COE (Latino/a population – population increased)
 - Put MAI on Full Council Agenda for Vote on May 21st, 2007 meeting.

10. Review of Late Testers Presentation

Mr. Newby discussed the Review of Late Testers Presentation created by Aimee Crisostomo of Harder & Company.

- Most subjects studied were male and half identified as gay. The focus group was not necessarily representative of the demographics of San Francisco as a city.
- Council Members suggestions for improvement:
 - Consider researching San Mateo and Marin counties Late Testers Population.
 - Consider collaborating with Title IV for their demographics information.
 - Consider compare/contrast EPI presentation results.
 - Include more information on women.

11. Review and Discussion of Reggie Presentation

- Celinda Cantu (SFDPH HHS) presented the "CARE Title I and Title II Funded HIV Health Services From the Reggie Database For the 2005-2006 Contract Period."
- She discussed the following:
 - Reggie Database
 - Level I Required Data Fields
 - Level II Additional Required Data Fields
 - Level III Additional Required Data Fields
 - HIV Disease Stage Definitions
 - Notes on the Data
 - Overall Questions
 - i. What are the basic demographics and health indicators of the clients? How have they changed from the prior contract period?
 - ii. How many clients are on Antiretroviral Therapy? What are the characteristics of clients who are not on ART (HAART)?
 - iii. How do new clients differ from continuing clients?
 - Severe Need Informed Estimate
 - Limitations of the Data
- Ms. Cantu will add funding sources in calendar year in supplemental report.

12. Review and Discussion of Recommendations for Compliance w/ HRSA 75/25 and Reductions Protocol

- The SF AIDS Office proposes to look at Reductions protocol and to revise Tiers 1 and 3 so that they match the HRSA core medical services and other supportive services requirement.

- The committee asks that the Council do the reductions protocol with real numbers (removing the Housing category because alternative funding is available).
- The second Fiscal Planning Document includes numbers modeled after the HRSA standards.
- Tier 1 includes: Core medical services
- Tier 2: Other services
- Try to do zero-based budgeting.

13. Begin Discussions of Priority Setting and Resource Allocation Summit

This item has been postponed until the next meeting.

14. Next Meeting Date & Agenda Items

- *Tuesday, June 12th, 2007 is the next scheduled meeting date.*
- Begin Discussions of Priority Setting and Resource Allocation Summit
- Put MAI on Full Council Agenda for Vote on May 21st, 2007 Meeting
- Bring Dean Goodwin's budget spreadsheet to Full Council Meeting

15. Adjourn

CM Thomas adjourned the meeting at 6:30 P.M.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, June 12th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 – 6:30pm

2:50 p.m. asf
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|---|------------|------|
| 1. Introductions | Group | 4:30 |
| 2. Review/Approve Agenda | Group | 4:32 |
| 3. Review/Approve <i>May 1st, 2007 Minutes</i> | Group | 4:34 |
| 4. Announcements | Group | 4:38 |
| 5. Public Comment | Public | 4:45 |
| 6. Steering Committee Update | Co-chairs | 4:50 |
| 7. Discussion of Nomination/Possible Vote of Planning Committee Co-Chair - VOTE | Group | 4:55 |
| 8. Review of Funding Streams Presentations | Jack Newby | 5:00 |
| 9. Review of Title II Presentation | Group | 5:10 |
| 10. Review of Calendar and Need for Upcoming Meetings - VOTE | Group | 5:25 |
- The Committee will review the schedule and determine the need for additional meetings.*
- Planning Committee
 - Planning Council
- | | | |
|--|-----------|------|
| 11. Begin Discussions of Priority Setting and Resource Allocation Summit | Group | 5:35 |
| <ul style="list-style-type: none">• Review Evaluations of last year's summit• Determination of need for facilitator• Review and discussion of format for day one and two• Scope of Recommendation from Planning Committee to Full Council | | |
| 12. Next Meeting Date & Agenda Items | Co-Chairs | 6:25 |
| <ul style="list-style-type: none">• <i>The next Planning Committee Meeting date is to be determined.</i> | | |
| 13. Adjourn | Group | 6:30 |

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*HIV Health Services Planning Council
c/o Shanti, 730 Polk Street, 3rd Floor, San Francisco, CA 94109

*San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, June 12th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
4:30 – 6:30pm

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Committee Members present: Laura Thomas (Co-Chair), George Simmons (Co-Chair), Don Soto, Ellen Sweetin

Committee Members absent: Charles Siron, Dorothy Kleffner (LOA)

Other Council Members present: Jose Villarce, Randy Allgaier, Celinda Cantu

Others present: Bill Blum (SF DPH HHS), Celinda Cantu (SF DPH HHS)

Council Support Staff present: Jack Newby, Ray West, Lili Belo

1. Introductions

Meeting was called to order by CM Thomas at 3:40 pm and everyone introduced themselves.

2. Review/Approve Agenda

The Agenda was reviewed and *approved by consensus*.

3. Review/Approve May 1st, 2007 Minutes

The Minutes were reviewed and *approved by consensus* with the addition of Ellen Sweetin to the Committee Members present list.

4. Announcements

There were no announcements.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There have been no Steering Committee updates since the last HIV CARE Council meeting

7. Discussion of Nomination/Possible Vote of Planning Committee Co-Chair

CM Thomas has been elected to fill Billie-Jean Kanios interim position; therefore her committee Co-Chair position is open for any interested volunteers.

There were no volunteers for this position. CM Thomas will continue to Co-Chair the Planning Committee.

8. Review of Funding Streams Presentations

The Funding Streams presentations were reviewed and discussed. A portion of the presentation will be moved to the July 23rd CARE Council meeting.

The intent of the presentation is to give CARE Council Members an idea of where and how the funding is being distributed, and to have an idea of the amount of funding coming from various areas.

The Committee reviewed the Alternative Funding Streams presentation. It was noted that Substance Abuse Mental Health Service Agencies (SAMHSA) funding is being updated

Mr. Newby pointed out that Foundation funding has decreased over the past years. Foundation funding is considered to be supplemental and not an alternative source of funding.

- Funding Streams presentation will be split between June and July.

9. Review of Title II Presentation

Office of AIDS CARE Branch presentation was reviewed and discussed.

CM Allgaier noted having asked Jeff Byers for an update on how HIV funding in the State budget will be reallocated next year.

- CM Thomas noted that *Continuum* should be updated to Tenderloin Health in the presentation.

10. Review of Calendar and Need for Upcoming Meetings - VOTE

- Planning Committee

The Committee reviewed, discussed and made changes to the 2007 Presentation Calendar as follows:

- Minority AIDS Initiative (MAI) presentation will be cancelled.
- Reggie and CoE will be presented on July 9th, 2007.
 - The Planning Committee members have until June 29th to review Reggie and correspond by email to Celinda Cantu. Ms. Cantu will email Council Support by July 3rd with the final copy.
- The CoE update and Summary Sheets will be reviewed by the committee on June 26th.
 - **Action Item:**
Motion - to approve the updated 2007 Presentation Schedule.
Approved by consensus.
- Planning Council
 - The Committee discussed making a recommendation to Steering to plan for a one day Priority Setting Resource Allocation summit on August 16th with a facilitator.
 - The regularly scheduled August meeting will remain on the schedule in the event that there needs to be a follow up meeting (without a facilitator).
 - **Action Item:**
Motion - Make a recommendation to Steering for a one-day summit.
Approved by consensus.

11. Begin Discussions of Priority Setting and Resource Allocation Summit

- Review Evaluations of last year's summit

The Committee discussed:

1. focusing the Summit around this year's trends.
2. options for a one-day summit, with the possibility of a follow-up meeting.
3. possible formats for the one-day summit.
- 4) the benefit of making recommendations by the end of July so CARE Council members can review them and have ample time to talk about them at the Summit.
- 5) need for facilitator - a facilitator will be needed on the first day. Council Support will follow up on a facilitator.

12. Next Meeting Date & Agenda Items

- The next Planning Committee will meet on June 26th, 2007 to discuss and vote on recommendations for Summit actions to the Full CARE Council.
- Review of COE presentation by The SF AIDS Office
- Review Summary Sheets
- Next steps on the Summit, including review and discussion of the Summit format and agenda.

13. Adjourn

The meeting adjourned at 5:40 pm.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, June 26th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

12 00 p.m. msf
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|---|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve <i>June 12th, 2007</i> Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:38 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee Update | Co-chairs | 3:50 |
| 7. Review of COE Update | Group | 3:55 |
| 8. Review of Summary Sheets | Group | 4:10 |
| 9. Discussion of Reggie Presentation | Group | 4:25 |
| <i>Draft to be provided for review 06-29-07</i> | | |
| 10. Begin Discussions of Priority Setting and Resource Allocation Summit - VOTE | Group | 4:35 |
| <ul style="list-style-type: none">• Development of Recommendations for Planning Council• Development of Agenda for Summit | | |
| 11. Next Meeting Date & Agenda Items | Co-Chairs | 5:25 |
| <ul style="list-style-type: none">• <i>The next Planning Committee Meeting date is scheduled for Tuesday, July 10th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.</i> | | |
| 12. Adjourn | Group | 5:30 |

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HIV Health Services Planning Council
PLANNING COMMITTEE
MINUTES
Tuesday, June 26th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

Committee Members present: Thomas (Co-Chair), Simmons (Co-Chair), Soto, Sweetin

Committee Members absent: Siron, Kleffner (LOA)

Other Council Members present: Allgaier

Others present: Celinda Cantu (SF DPH HHS), Bill Blum (SF DPH HHS)

Council Support staff: Jack Newby, Ray West, Lili Belo

1. Introductions

CM Thomas called meeting to order at 3:35 pm.

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2. Review/Approve Agenda

The Agenda was approved by consensus.

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3. Review/Approve June 12th, 2007 Minutes

The Minutes were reviewed. Celinda Cantu is to be removed from the Council Members Present list.

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The Minutes were *approved by consensus*.

4. Announcements

- A press conference took place today, June 26th to discuss the roll-out of several new focus groups.
 - A Community Forum to be held to further discuss focus groups concentrating on people with both HIV and mental health issues services and how they are accessing care.
 - Focus groups will continue through September with the help of consultants to collate data.
 - Results will be presented on World AIDS Day, December 1st, 2007
- A Community Executive meeting was recently held in Marin County. About 30 people attended to get clarification and information on the recent budget cuts. Housing was a major topic of conversation at this meeting.

5. Public Comment

There was no public comment.

6. Steering Committee Update

The Committee was updated at the June 25th, 2007 CARE Council meeting.

7. Review of COE Update

The COE Presentation was not available for review.

The Committee agreed that approximately 30 minutes will be allowed for the presentation and an additional 15 minutes for questions and answers.

8. Review of Summary Sheets

The Summary Sheets were not available for review.

The Committee agreed that approximately 30 minutes will be allowed discuss the trends and mega trends in their respective parts.

9. Discussion of Reggie Presentation

The Reggie presentation was not available for review but a draft will be provided for review on June 29th, 2007.

The Committee agreed that approximately 30 minutes will be allowed for the presentation and an additional 15 minutes for questions and answers.

10. Begin Discussions of Priority Setting and Resource Allocation Summit

- The Committee discussed developing recommendations for the Summit:
 - Two tiers of service:
 1. Core medical services (CMS) in current priority order at 75%
 2. Other support services (OSS) at 25%
 - This service area will be flexible as to where funding can be spent, i.e. adding back substance abuse treatment
 - Committee members requested a breakdown of CARE dollars to various services being funded
- Other key points discussed:
 - How back fill will work
 - Residential Substance Abuse Treatment:
 - How well utilized this program has been
 - If goals have been met
 - How expensive this program is per client
 - Determining the efficacy of this program if its budget is lowered
 - ✓ Residential Substance abuse was noted as a chronic under-spender.
- ❖ **ACTION ITEM-**
Motion - Vote on a proposal to create two tiers of service using HRSA definitions:
 - A. Core medical services (CMS) in current priority order
 - B. Other support services (OSS)Motion **approved by consensus**
- ❖ **ACTION ITEM-**
Motion - Fund Part A: CMS at current 75% for flat funding
Motion **approved by consensus**
- ❖ **ACTION ITEM-**
Motion - Residential Substance Abuse Treatment will not be added as a CARE funded service category

Motion ***approved by consensus***

❖ **ACTION ITEM-**

Motion - Other Support Services stays as the service categories in priority order and funding amounts approved at the May meeting (with the list and dollar amount included in the motion).

Motion ***approved by consensus***

- Logistics for the Summit were discussed including preparing and updating members for the Summit and the necessity of a "Review Day"

11. Next Meeting Date & Agenda Items

- The next Planning Committee Meeting date is scheduled for Tuesday, July 10th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.
- July 9th CARE Council meeting:
 - Cultural Competency: 5 minutes
 - Reggie presentation (after dinner): 45 minutes
 - Summary Sheet Trends and Mega Trends: 30 minutes
 - COE from Michelle long: 45 minutes
 - Planning Committee Summit update: 5 minutes

12. Adjourn

Meeting was adjourned at 5:36 pm.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, July 10th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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4. Announcements	Group	3:38
5. Public Comment	Public	3:45
6. Steering Committee Update	Co-chairs	3:50
7. Review of Funding Streams Presentation/DPH	Group	3:55
8. Review of Quality Management (QM) Presentation	Group	4:05
9. Review and Discussion of HIV/AIDS Provider Network (HAPN) Presentation	Group	4:15
10. Review and Discussion of New Needs Assessment Data Presentation	Group	4:25
11. Continue Discussions of Priority Setting and Resource Allocation Summit - VOTE	Group	4:45
<ul style="list-style-type: none">• Development of Recommendations for Planning Council• Development of Agenda for Summit• Review of Draft Summit Binder		
12. Next Meeting Date & Agenda Items	Co-Chairs	5:25
<ul style="list-style-type: none">• <i>The next Planning Committee Meeting date is scheduled for Tuesday, August 14th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.</i>		
13. Adjourn	Group	5:30

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, July 10th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

Committee members present: Thomas (Co-Chair), Soto, Sweetin, Siron

Committee members absent: Simmons (Co-Chair), Kleffner (LOA)

Other Council members present: Hicks

Others present: Mike Smith (HAPN), Bill Blum (SF DPH HHS), Celinda Cantu (SF DPH HHS), Michelle Long (Director, SF DPH HHS)

Council Support Staff: Jack Newby, Ray West, Lili Belo

665 1. **Introductions**

Planning Committee meeting was called to order by CM Thomas at 3:40 pm.
Quorum was established and everyone introduced themselves.

07
+ 2. **Review/Approve Agenda**

Request to address item 9 before item 7.

Change the June 12th minutes to the June 26th minutes for review.

The Agenda was reviewed and *approved by consensus*.

3. **Review/Approve June 12th, 2007 Minutes**

June 26th Minutes were reviewed and *approved by consensus*.

4. **Announcements**

There were no announcements

5. **Public Comment**

There was no public comment

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6. **Steering Committee Update**

AUG - 3 2007

An update was given at last night's Full Council meeting.

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7. **Review of Funding Streams Presentation/DPH**

The presentation format will break down Title I and II and General Funds. The break down will be determined by category with estimates regarding the continuation of funding streams.

The Steering Committee will decide the total time to be allotted to the presentation.

8. **Review of Quality Management (QM) Presentation**

This update was provided by Celinda Cantu, SF DPH HHS.

The format will be similar to last year's presentation with the addition of more Centers of Excellence (CoE) data. Figures are underway and should be finalized by the end of the week.

Final presentation will be available for review by Monday July 16th, 2007.

30 minutes is the allotted time for the presentation, including time for questions and answers.

Patricia Sullivan will be the presenter.

9. Review and Discussion of HIV/AIDS Provider Network (HAPN) Presentation

Mike Smith, HAPN, distributed and discussed the context of a draft copy of the HIV/AIDS Provider Network Presentation.

The presentation addressed the reality that much of the HIV/AIDS funding is now coming from General funds. Likewise, recent cuts in funding have made this year particularly difficult for HIV/AIDS services.

Several recommendations were noted:

- Lobbying the Mayor's office for more funding
- Identifying alternative funding, and lobbying the AIDS Office to assist in this effort
- Continuing transparency and development of CoEs to have idea of what the cost per client is
- Commend the Council in areas of great progress from last year's recommendations
- Urge funding to ALL service categories, even those not funded by CARE dollars
- Collaborating in a Changing environment
 - Encourage the Council to stay on top of bureaucratic activities
 - There may be a need to look into whether current funding sources are sustainable in the long run
 - Recognizing that the role of the CARE Council will diminish as funding dollars are cut, finding new roles for the CARE Council

HAPN requested 30 minutes for the presentation including time for questions and answers, presentation to be divided among 4 presenters.

Logistics regarding the HAPN presentation were discussed

10. Review and Discussion of New Needs Assessment Data Presentation

Needs Assessment research project focused on women of Color and Transgender Women

Methods of data collection included in-depth interviews and focus groups

- Interview methods were done by telephone

- Focus group methods were divided by ethnic groups: African American focus group, Latina focus group done in Spanish, and a transgender focus groups

Topics explored were specific to health care, substance use, domestic violence/abuse and stigma

Demographics regarding the focus population were presented and discussed including gender, housing, ethnic identity, age and care giver status

Several barriers regarding cultural competency, stigma, discrimination and safety were expressed and discussed

Data compiled was also used to assess severe need eligibility, broken down by race and gender categories

Recommendations following the research:

- Increase access to both cultural and linguistic competency
- Conduct outreach and training on HIV/AIDS standards of practice and cultural competency to emergency service providers
- Setting aside housing and developing other services for women only
- Developing and maintaining clean and sober affordable housing for HIV + women
- Increase awareness of abuse and domestic violence services
- Plan and conduct outreach efforts targeting HIV + women
- Encourage service providers to organize support groups for HIV + women of color

There is approximately 40 minutes allotted for the presentation including time for question and answer

11. Continue Discussions of Priority Setting and Resource Allocation Summit

- Development of Recommendations for Planning Council
 - Previous recommendations were reviewed:
 - Two tiers of services
 - Fund tier I at 75% in a flat funding scenario
 - Not adding back residential substance abuse services
 - Other support services to stay in priority order voted on at the May meeting with dollars amounts provided
 - Incorporating the MAI
 - Committee members also discussed developing recommendations to include Women of Color and transgender Women – an additional note was made regarding allocating any additional funds to the development

of programs to meet the needs of women/transgender, particularly in terms of substance abuse treatment

➤ Action Item:

Develop reasoning for Residential Substance Abuse treatment to be removed from funding

- Also noted: create additional programs regarding housing and mental health support groups based on data presented in the Needs Assessment presentation
- Development of Agenda for Summit
 - The Agenda will follow similarly to last year's Agenda, with a number of items to be voted on
- Review of *Draft* Summit Binder
 - Draft summit binder was reviewed, noting the various sections that will be included as future insertions.

12. Next Meeting Date & Agenda Items

- Discuss developing recommendations to include Women of Color/transgender women
- The next Planning Committee Meeting date is scheduled for Tuesday, August 7th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.

13. Adjourn

Meeting was adjourned at 5:31 pm



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, August 7th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

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|--|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve <i>July 10th, 2007 Minutes</i> | Group | 3:34 |
| 4. Announcements | Group | 3:38 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee Update | Co-chairs | 3:50 |
| 7. Review/Discuss 2007 Trends and Data Review | Co-chairs | 3:55 |
| 8. Continue Discussions of Priority Setting and Resource Allocation | | |
| Summit - VOTE | Group | 4:10 |
| <ul style="list-style-type: none">• Recommendations for Priority Setting and Resource Allocation Summit• Recommendations for Unexpended Funds• Development of Agenda for Summit• Review/Discuss PWA Caucus Summit Recommendations | | |
| 9. Next Meeting Date & Agenda Items | Co-Chairs | 5:25 |
| <ul style="list-style-type: none">• <i>The next Planning Committee Meeting date is scheduled for Tuesday, September 11th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.</i> | | |
| 10. Adjourn | Group | 5:30 |

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*HIV Health Services Planning Council
c/o Shanti, 730 Polk Street, 3rd Floor, San Francisco, CA 94109*

*San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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Page 1 of 2

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HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* MINUTES
Tuesday, August 7th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330B
3:30 – 5:30pm

Committee Members present: Simmons (Co-Chair), Soto, Thomas (Co-Chair),
Committee Members absent: Kleffner, Siron, Sweetin
Other Council Members present: Allgaier, Manley, Prentice, Molnar
Other present: Naim Harrison, Donald Frazier, David Navarro Jr.,
Council Support Staff: Jack Newby, Ray West, Enrique Asis, Carlos Cabezas

1. Introductions

The meeting was called to order at 3:39 PM by CM Simmons and everyone introduced themselves.

2. Review/Approve Agenda

Agenda couldn't be approved due to lack of quorum.

3. Review/Approve *July 10th, 2007* Minutes

Minutes for July 10th, 2007 could not be approved due to lack of quorum.

4. Announcements

There were no announcements

5. Public Comment

There were no public comments

6. Steering Committee Update

There was no Steering Committee update since last meeting.

7. Review/Discuss 2007 Trends and Data Review

The 2007 Trends and Data was reviewed and discussed.

- The following was observed
 - There haven't been any major changes in the last 3 years.
 - Top priorities are the same as they always have been: Health Care and Housing.
 - The trends are constant except in community forum # 2 substance use.
- A suggestion was made to mention that the community forums are working on some health products under 2006.
- Regarding the design of trends and services, a comment was made that due to the tendency to just look at Reggie as opposed to certain priority populations

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as, we should fully say who they were designed for and who fits in the terms of severe needs.

- It was explained that we can only have an obligated fund on supplemental funds and not on the formula funds due to the fact that unspent formula funds at the end of the year are lost. We will no longer be eligible for supplemental funds if more than 2% is carried forward on supplemental dollars.

Re: Core medical services

- It was suggested that if all services are listed, it should be noted whether we're funding them or not.

Re: Political context

- A comment was made that the role of the council needs to be discussed sometime soon in light of the changes that have taken place.
- It was explained that there was sufficient funding for the general fund year in the amount of around \$8 million.
- Healthy San Francisco was defined as the New Universal Access Healthcare Plan.

8. Continue Discussions of Priority Setting and Resource Allocation Summit - VOTE

- Recommendations for Priority Setting and Resource Allocation Summit
- Recommendations for Unexpended Funds
- Development of Agenda for Summit
- Review/Discuss PWA Caucus Summit Recommendations

❖ There were 3 recommendations presented by Co-Chairs re: Priority Setting and Resource Allocation to be voted on at the Summit Meeting. For all funding scenarios, 75/25 requirement will be maintained.

1. A recommendation based on flat funding
2. A recommendation based on increased funding
3. A recommendation based on decreased funding.

1. The co-chairs presented data which was partly a recommendation and partly a draft format proposing putting money back in the fund. The recommendation is inclusive of COE dollars.

- It was explained that there is money left over due to the decision made back in May, to account 4 months for funding of everything at 100% including things that we were no longer able to fund. Therefore, that money comes back next year as part of the base budget. In the blue and 2nd tier, dollars were added back until they were at what they were fully funded at last year.
- Another option would be to spread money across the board.
- There isn't a change in the order of priority in the recommendation, but names have been changed and combined.

- These changes don't affect where the funding are coming from and are only regarding "Ryan White", and only title I.
- The '06 and '07 dollars will be included in the presentation. Title II will be put in separately.
- Motion was made to take forward the suggestion to "Ensure that focus is on providing necessary dental services to clients as opposed to educational opportunities for students" due to complaints coming through some of the providers regarding dental services.
- A suggestion was made to ask the AIDS office to work with Community Behavioral Health Services to ensure that existing residential substance abuse treatment programs for women are accessible to women w/ HIV and that providers serving HIV positive women are aware of services and how to enroll them.
- Because of the changes in service definitions at the AIDS office there is a concern that some of our existing services might not meet those criteria anymore. Therefore, a request for a report to the council within three months on implications of changes in services category definitions especially for case management including report of actions taken to ensure compliance with the new HRSA requirements is being made.

2. Recommendations on Increased Funding

A) One scenario presented recommends that increased funds go to all service categories proportionally if it's above a 5% increase.

B) Another scenario presented recommends that increased funds go to Centers of Excellence if it's below a 5% increase.

3. A) Recommendations on Decreased Funding (up to 5% decrease)

1.) One scenario presented for decreased funding up to 5% recommends that all service categories be cut across the board.

2.) Another scenario presented for decreased funding up to 5% recommends that other support services be cut proportionally.

B) Recommendation on Decreased Funding (between 5%-10% decrease)

Scenario presented recommends to cut other support service categories proportionally for funding between 5% and 10%.

❖ **Committee will prepare to discuss pros and cons of both options A and B and provide a summary of pro and cons at the Priority and Allocations meeting.**

o Recommendations for Unexpended Funds

Total amount available: \$499,381

	<u>Item</u>	<u>Cost</u>	<u>Total</u>
1.	Required comprehensive needs assessment activities	\$150,000	\$150,000
2.	Required grantee assessment	\$ 15,000	\$165,000

3. New consumer resource guide (print/online versions)	\$ 50,000	\$215,000
4. Emergency financial assistance	\$ 50,000	\$265,000
5. Remaining amount (~\$235K) for Centers of Excellence	\$234,381	\$499,381

for any of the following activities:

- Developing Consumer Advisory Boards (including incentives and administrative costs)
- Client toiletry/hygiene kits and supplies
- Transportation vouchers
- Computer equipment, software, training, and related costs
- Amounts to be distributed to all COEs (including non-CARE funded COEs) based on proportion of total COE unduplicated clients (UDC) for FY 2006.

❖ **Review/Discuss PWA Caucus Summit Recommendations**

- There were 4 motions were made at PWA Caucus; the fourth one concerning the empowering of the co-chairs to respond quickly to issues around the headline in the B.A.R.
- It was noted that anyone can talk to the press but not representing the views of the council.

❖ **Development of Agenda for Summit**

• **Changes to Draft Agenda for Summit**

- Priority Settings will be set before Unfunds.
- Unfunds will be set before resource allocations.
- Item 11 will be moved right after item 16.
- Item 14 will be moved before item 13.
- Moving Trends and Analysis will be set before lunch
- After lunch group discussion to include recommendation for priority setting, those added today including unfunds decision, break resource allocation, flat funding scenarios, decrease/increase funding, vote on new co-chairs, etc.
- Since MAI awards have been announced, they may have to be voted on. Therefore, it will be added to agenda after discussion on Unfunds before the break. 25 minutes will be allotted for discussion/review/vote.

9. **Next Meeting Date & Agenda Items**

- *The next Planning Committee Meeting date is scheduled for Tuesday, September 11th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.*

10. **Adjourn**

Meeting was adjourned at 5:20 PM.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, September 11th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330A
4:00 – 6:00 pm

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| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve <i>July 10th, 2007 and August 7th, 2007 Minutes</i> | Group | 3:34 |
| 4. Announcements | Group | 3:38 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee Update | Co-chairs | 3:50 |
| 7. Recap of Priority Setting and Resource Allocation Summit | Group | 3:55 |
| • What worked? | | |
| • What didn't work? | | |
| 8. Review/Discuss Priority and Allocations Reduction Scenario <5% - VOTE | Group | 4:15 |
| 9. Planning Committee Co-Chair Nominations | Group | 5:20 |
| 10. Next Meeting Date & Agenda Items | Co-Chairs | 5:25 |
| • <i>The next Planning Committee Meeting date is scheduled for Tuesday, October 9th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.</i> | | |
| 11. Adjourn | Group | 5:30 |

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HIV Health Services Planning Council
PLANNING COMMITTEE
DRAFT MINUTES
Tuesday, September 11th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330A
4:00 – 6:00 pm

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Committee Members Present: Kleffner, Simmons (Co-Chair), Siron, Soto, Sweetin, and Thomas (Co-Chair)

Committee Members Absent: Kleffner

Other Council Members Present: Manley

Others Present: Bill Blum (SF DPH HHS), Celinda Cantu (SF DPH HHS)

Council Support Staff: Jack Newby, Ray West, and Sally Frye

1. Introductions

The meeting was called to order at 4:04 p.m. by CM Simmons, Co-Chair, and everyone introduced themselves.

2. Review/Approve Agenda

CM Simmons suggests re-tabling item number 9 until January's meeting.

CM Thomas requests to have her Committee Co-Chair position be on a temporary basis.

Agenda was reviewed and approved by Consensus as amended.

3. Review/Approve July 10th, 2007 and August 7th, 2007 Minutes

The Minutes for July 10th, 2007 were approved with CM Simmons abstaining.

The Minutes for August 7th, 2007 were approved with CM Sweetin and CM Siron abstaining.

4. Announcements

CARE Council Cultural Competency Training has begun. The next session will be Monday, October 22, 2007.

CM Soto visited the Southwest Corridor earlier in the day and encourages other CM to visit the area as well.

5. Public Comment

There is no public comment.

6. Steering Committee Update

No Steering Committee Update was presented.

7. Recap of Priority Setting and Resource Allocation Summit

The Committee discussed the following regarding the outcomes of the 2007 Priority Setting and Resource Allocation. Individual comments included:

- What worked?
 1. One day was good.
 2. The schedule was very comprehensive.
 3. The planners did a great job.
 4. There was very good feedback from attendees.
- What didn't work?
 1. Facilitation was not optimal.
 2. The day seemed a bit long.
 3. The day was stressful in that there was a lot to keep track of by organizers and the facilitator.
 4. Some individuals felt a bit rushed.
- Further discussion included:
 - The need to adjust the Summit and facilitation around how the CARE Act has been rewritten.
 - The inability to receive more budget information. Prevention Council gets more information on the budget. There was a general problem of getting the same information this year, as was received the previous year, and some things were poorly carried out as a result. There should be more timely information for the decision making process.
 - There needs to be clarity of shared expectations. This includes the Cultural Competency issues as well. Problems are evident in getting the numbers.
 - Acknowledges that the communication is need of improvement between HIV Health Services and the CARE Council, and suggests that the focus group meeting may help.
 - Commitment to excellence in carrying out what needs to be done is expressed.
 - The Allocation Budget was done well, and later processes broke down after this Budget was worked out. Overall, it was a good year, despite the problems.
 - New HRSA requirements have made things more challenging in allocating resources.
 - Communication issues will be discussed with the Director of HIV Health Services.
 - This issue will be revisited at a later meeting, some time between November and January.

- Further discussion regarding other Counties Budget processes included:
 - The Allocation issue as it applies to San Mateo and Marin Counties appears to be frustrating to some Council Members.
 - These budgets are approved on a yearly basis and the recommendations are given and then can be approved by a majority of the particular Council, taking into account EMA requirements. Responded to by Thomas, and Sweetin:
 - The requirement of local planning bodies, as well as community input, for budget reports submitted since this is a public process.
 - Newer Council Members should be educated to the other Counties Budget procedures.
 - The importance of consistency in reported information. Different processes occur at different meetings, and particular individuals have different approaches, but the results need to be consistent.
 - Council Support will meet with the County representatives to discuss the policy and develop a consistent reporting format.

8. Review and Discuss Priority and Allocations Reduction Scenario <5%

The Committee discussed the following recommendations regarding the reduction scenario and is forwarding the following to Steering with recommendation for full Council consideration:

- Proportional cut of 1/3 to core services and 2/3 to supportive services. The Grantee would have the flexibility where the cuts should take place in order to avoid making small cuts to a lot of contracts.
- Continue the '07 – 08 amounts in support services (annualize the 8 month budget without adding back the difference). Any shortfall in making up the cut would be through the original options A or B, or the option above.

9. Planning Committee Co-Chair Nominations

This item is tabled until the next meeting in November, 2007.

10. Next Meeting Date & Agenda Items

The next Planning Committee Meeting date is rescheduled for Monday, November 6th, 4:00 until 6:00 p.m., 25 Van Ness Avenue, Room 330B, San Francisco

Agenda items for the November meeting:

- AIDS Office Data Presentation Expectations
- Counties Presentation Processes
- Evaluations

11. Adjourn

The meeting was adjourned at 5:35 p.m.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, November 6th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330A
4:00 – 6:00 pm

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| 3. Review/Approve <i>September 11th, 2007</i> Minutes | Group | 3:34 |
| 4. Announcements | Group | 3:38 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee Update | Co-chairs | 3:50 |
| 7. FY 2009 Priority Setting Schedule | Group | 4:00 |

The Committee will review the FY 2008 Priority Setting Schedule and begin discussion of the FY 2009 Priority Setting Schedule.

- | | | |
|---|-----------|------|
| 8. Review/Discuss AIDS Office Future Data Presentation Expectations | Group | 4:30 |
| 9. Review/Discuss Counties Presentation Processes | Group | 4:50 |
| 10. Review/Discuss Evaluations | Group | 5:15 |
| 11. Planning Committee Co-Chair Nominations | Group | 5:50 |
| 12. Next Meeting Date & Agenda Items | Co-Chairs | 5:55 |

- *The next Planning Committee Meeting date is scheduled for Tuesday, December 11th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.*

- | | | |
|-------------|-------|------|
| 13. Adjourn | Group | 6:00 |
|-------------|-------|------|

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*HIV Health Services Planning Council
c/o Shanti, 730 Polk Street, 3rd Floor, San Francisco, CA 94109*

*San Francisco Department of Public Health, HIV Health Services
25 Van Ness Avenue, 3rd floor, San Francisco, CA 94102*

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, November 6th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330A
4:00 – 6:00 pm

- | | | | |
|--|---------------------------------|-----------|------|
| 1. Introductions | DOCUMENTS DEPT. | Group | 3:30 |
| 2. Review/Approve Agenda | | Group | 3:32 |
| 3. Review/Approve September 11th, 2007 Minutes | NOV 9 2 2007 | Group | 3:34 |
| 4. Announcements | | Group | 3:38 |
| 5. Public Comment | SAN FRANCISCO
PUBLIC LIBRARY | Public | 3:45 |
| 6. Steering Committee Update | | Co-chairs | 3:50 |
| 7. Review and Discuss Recommendations for use of Carry Forward Funds | | | |
| <i>The Committee will review, make recommendations and vote regarding use of carry forward funds.</i> | | | |
| | VOTE | Group | 4:00 |
| 7. FY 2009 Priority Setting Schedule | | Group | 4:15 |
| <i>The Committee will review the FY 2008 Priority Setting Schedule and begin discussion of the FY 2009 Priority Setting Schedule.</i> | | | |
| 8. Review/Discuss AIDS Office Future Data Presentation Expectations | | Group | 4:40 |
| 9. Review/Discuss Counties Presentation Processes | | Group | 5:00 |
| 10. Review/Discuss Evaluations | | Group | 5:15 |
| 11. Planning Committee Co-Chair Nominations | | Group | 5:50 |
| 12. Next Meeting Date & Agenda Items | | Co-Chairs | 5:55 |
| <ul style="list-style-type: none">• <i>The next Planning Committee Meeting date is scheduled for Tuesday, December 11th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.</i> | | | |
| 13. Adjourn | | Group | 6:00 |

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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, November 6th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330A
4:00 – 6:00 pm

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Committee Members Present: Thomas (Co-Chair), Simmons (Co-Chair), Andrews, Hart, Siron

Committee Members Absent: Soto, Sweetin

Other Council Members Present: Manley

Others Present: Mike Smith (AIDS Emergency Fund), Bill Blum (SF DPH HHS), Michelle Long (Director SF DPH HHS), Celinda Cantu (SF DPH HHS)

Council Support Staff Present: Jack Newby, Ray West, Channing Wayne

1. Introductions

The meeting was called to order and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve September 11th, 2007 Minutes

The September 11th Minutes were reviewed and approved by consensus.

4. Announcements

- Mr. Newby announced that there are articles in PLUS magazine dealing with HIV and Aging to be circulated to Council.
- CM Thomas announced that all funding (the 32.3 million increase of Ryan White Part A) was approved by the House and Senate. Also the stop loss language was protected.
- SF DPH HIV Health Services will be launching a web site for World AIDS Day on Friday November 30, 2007.
- The Second Start Program of Catholic Charities has been re-funded by HOPWA offering people the option of returning to work or to school. This option has been extended to all people living with HIV, not just those with a disabling diagnosis.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee Update.

7. FY 2009 Priority Setting Schedule

The carry forward dollars from last fiscal year were approved to be spent in this fiscal year by HRSA except for \$165,000 where \$150,000 was proposed for a resource guide and \$15,000 for a grantee assessment.

Action: To forward to the Steering Committee to spend the remaining money as follows was made (Siron/Manley).

Centers of Excellence	\$90,000
Emergency Financial Assistance	\$65,000
Vouchers	\$10,000

VOTE

Motion passes Unanimously

8. Review/Discuss AIDS Office Future Data Presentation Expectations

Discussion included:

- The new HRSA language changes need to be included within the schedule
- There will be a Points of Integration presentation at the November 26th Full Council meeting.
- It was suggested that a presentation be made concerning the Veterans Administration.
- Also suggested was a Healthy San Francisco presentation.

There was discussion regarding the communication between the SF DPH and the SF HIV Health Services Planning Council.

Discussion included:

- The Council wants to receive the materials on the presentation in advance of the meeting both a hard copy by mail and electronically.
- There was a question about the possibility of getting a break down in percentages of how much each agency comes from Ryan White versus other funding.

9. Review/Discuss Counties Presentation Processes

Mr. Newby stated that this issue did not need to be discussed since there are specific procedures in place and other counties representatives have agreed to comply.

10. Review/Discuss Evaluations

The Committee discussed the expectations that the Council has with SFDPH.
Discussion included:

- Council Members feel that the data presented is not acceptable.
- SF DPH receives 60-90 days advanced notice and the requests for materials are still delayed until last minute. This comes off as disrespectful to the Council Members.
- SF DPH asks that the Council be respectful when communicating with her office regarding delays. Some times the information requested is not immediately available.
- Better communication regarding the Centers of Excellence as they receive the largest portion of the allocated funds is requested.
- The committee requested a break down by modality.

11. Planning Committee Co-Chair Nominations

Action: To nominate Don Soto as Co-Chair of the Planning Committee
(Thomas/Manley)

Nominations will remain open until the December 11th meeting.

12. Next Meeting Date & Agenda Items

- The next Planning Committee Meeting date is scheduled for Tuesday, December 11th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.
- Agenda Items:
 - Election of Co-Chair to replace CM Laura Thomas.

13. Adjourn

The meeting was adjourned at 6:00 PM by Co-Chair Thomas.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, December 11th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330A
3:30 – 5:30 pm

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|--|-----------|------|
| 1. Introductions | Group | 3:30 |
| 2. Review/Approve Agenda | Group | 3:32 |
| 3. Review/Approve <i>November 6th, 2007 Minutes</i> | Group | 3:34 |
| 4. Announcements | Group | 3:38 |
| 5. Public Comment | Public | 3:45 |
| 6. Steering Committee Update | Co-chairs | 3:50 |
| 7. Election of Planning Committee Co-Chair | Group | 4:00 |
| <ul style="list-style-type: none">• The Committee will accept nominations and elect a new Committee Co-Chair.
Current nominees include:<ul style="list-style-type: none">o CM Soto | | |
| 8. FY 2009 Priority Setting Schedule | Group | 4:00 |
| <i>The Committee will review and discuss the FY 2009 Priority Setting Presentation Schedule and possible additions to include</i> <ul style="list-style-type: none">• Veterans Administration• Health Fraud Task Force of California (SF FDA) – Understanding HIV/AIDS Health Fraud• Healthy San Francisco | | |
| 9. Next Meeting Date & Agenda Items | Co-Chairs | 5:25 |
| <ul style="list-style-type: none">• The next Planning Committee Meeting date is scheduled for Tuesday, January 8th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco. | | |
| 10. Adjourn | Group | 5:30 |

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HIV Health Services Planning Council
PLANNING COMMITTEE
DRAFT MINUTES
Tuesday, December 11th, 2007
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330 A
3:30 – 5:30 pm

Committee Members Present: Simmons, (Co-Chair), Thomas, (Co-Chair), Andrews, Hart, Soto, Siron

Committee Members Absent: Sweetin

Other Council Members Present: Manley

Others Present: Celinda Cantu, (SF DPH HHS)

Council Support Staff Present: Jack Newby, Ray West, Channing Wayne

1. Introductions

The meeting was called to order at 3:40 PM by Co-Chair Simmons, and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and reviewed unanimously.

3. Review/Approve *November 6th, 2007 Minutes*

The November 6th Minutes were reviewed and approved unanimously.

4. Announcements

Co-Chair Simmons announced that Catholic Charities has announced that the back to work, and back to school program had been opened up to anyone with HIV, not just disabling HIV/AIDS.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no steering committee update.

7. Election of Planning Committee Co-Chair

- The Committee will accept nominations and elect a new Committee Co-Chair.
Current nominees include:

- o CM Soto

Council Member Soto was elected unanimously.

8. FY 2009 Priority Setting Schedule

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Page 1 of 2

The Committee reviewed and discussed the FY 2009 Priority Setting Presentation Schedule. Modifications were recommended and approved.

9. Next Meeting Date & Agenda Items

- The next Planning Committee Meeting date is scheduled for Tuesday, January 8th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.
- Agenda Items to be included are:
 - Review Presentation Schedule including update of COE Report Status
 - Update on Joint Meeting with HPPC in May 2008
 - Review 3 Year Plan Presentation
- An ad-hoc Housing work group meeting needs to be scheduled

10. Adjourn

The meeting was adjourned at 4:32 Pm by Co-Chair Simmons.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, January 8th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330 B
3:30 – 5:30 pm

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1. **Introductions** Group 3:30
2. **Review/Approve Agenda** Group 3:32
3. **Review/Approve December 11th, 2007 Minutes** Group 3:34
4. **Announcements** Group 3:38
5. **Public Comment** Public 3:45
6. **Steering Committee Update** Co-chairs 3:50
7. **Review/Discuss FY 2009 Priority Setting Schedule including Update on COE Report Status - VOTE** Group 3:55
 - *The Committee will review and discuss the FY 2009 Priority Setting Presentation Schedule and receive updates on presentation scheduling.*
8. **Review/Discuss 3 Year Plan Presentation** CM Soto 4:00
 - *The Committee will review and discuss the 3 Year Plan Update Presentation to be presented at the January 28th, 2007 Full Council Meeting.*
9. **Update on 2008 Proposed Joint HHSPC/HPPC Planning Council Meeting** Co-Chairs 4:15
 - *The Committee will receive an update on the proposed joint meeting tentatively being planned for May 2008.*
10. **Review/Discuss 2008 Needs Assessment - VOTE** Co-Chairs 4:25
 - *Review/Discuss Overall Needs Assessment Goals and Scope*
 - *Review/Discuss Needs Assessment Proposal from Community Outreach and Advocacy Committee Regarding:*
 - *Incarcerated*
 - *Over 50 Population*
11. **Discussion Regarding Joint EPI Report and Planning with HPPC (Prevention Council) - VOTE** Group 4:55
 - *Review CDC Recommendations*
12. **Next Meeting Date & Agenda Items** Co-Chairs 5:20
 - *The next Planning Committee Meeting date is scheduled for Tuesday, February 12th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.*
13. **Adjourn** Group 5:30

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**HIV Health Services Planning Council
PLANNING COMMITTEE MINUTES
Tuesday, January 8th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330 B
3:30 – 5:30 pm**

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Committee Members Present: Simmons (Co-Chair), Sweetin, Andrews, Hart, Soto (Co-Chair), Thomas,

Committee Members Absent: Siron

Other Council Members Present: Manley

Others Present: Celinda Cantu (SF DPH HHS) Bill Blum (SF DPH HHS), Michelle Long, (SF DPH HHS)

Council Support Staff Present: Jack Newby, Channing Wayne

1. Introductions

The meeting was called to order at 6:35 PM by Co-Chair Soto, and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus

3. Review/Approve *December 11th, 2007* Minutes

The December 11, 2007 Minutes were reviewed and approved by consensus

4. Announcements

- Channing Wayne announced that the February calendar will be changed due to the Presidents' Day Holiday.
- Co-Chair Simmons announced the availability of subsidy funds from Catholic Charities with the Second Start Program for PLWHA's and disabling HIV who are actively taking steps to return to work or school valued at \$210. Qualified individuals may contact Francisco Escobar at 415.972.1338.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There was no Steering Committee update.

7. Review/Discuss FY 2009 Priority Setting Schedule including Update on COE Report Status - VOTE

- The Committee reviewed and discussed the FY 2009 Priority Setting Presentation Schedule and received updates on presentation scheduling. There were recommendations to change some of the presentations to spread them out more.

Action

Motion - to approve Presentation Schedule with date changes proposed.

Motion passes unanimously.

8. Review/Discuss 3 Year Plan Presentation

- The Committee reviewed and discussed the 3 Year Plan Update Presentation to be presented at the January 28th, 2007 Full Council Meeting.

9. Update on 2008 Proposed Joint HHSPC/HPPC Planning Council Meeting

- The Committee received an update on the proposed joint meeting tentatively being planned for May 19, 2008.

10. Review/Discuss 2008 Needs Assessment - VOTE

- *Review/Discuss Overall Needs Assessment Goals and Scope*
- *Review/Discuss Needs Assessment Proposal from Community Outreach and Advocacy Committee Regarding:*
 - *Incarcerated*
 - *Over 50 Population*

Discussion included:

- It was asked if the council was supposed to do a needs assessment every three years and that the last one was in 2005. It was responded that the next one was to be held in fiscal year 2009.
- Another obstacle is that half of the people that the council is serving are people of color and it is surprising to people in DC where the funds are allocated.
- Also mentioned was that many people test in other jurisdictions and then move to San Francisco to take advantage of the services but the jurisdictions where they test is still receiving the funds for this person.
- Also asked if there was statistical data of people who test in other jurisdictions that come here to receive care.
- A point was made that people who come here do so because whether true or not, people perceive that there is less stigma here in San Francisco than other places.

Action:

Motion - to approach the need assessment as a larger project and wait until the additional \$75,000 is available (Andrews, Thomas)

Vote: Motion passes unanimously.

Action:

Motion - to form a needs assessment work group (Thomas, Simmons),

Vote: Motion passes unanimously.

11. Discussion Regarding Joint EPI Report and Planning with HPPC (Prevention Council) - VOTE

- These recommendations will come from the Points of Integration Committee.

12. Next Meeting Date & Agenda Items

- The next Planning Committee Meeting date is scheduled for Tuesday, February 12th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.
- Agenda Items to be included
 - Part C and D presentations
 - County presentations

13. Adjourn

The meeting was adjourned at 4:45 PM by Co-Chair Soto.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, February 12th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330 B
3:30 – 5:30 pm

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|--|----------------|
| 1. Introductions | Group 3:30 |
| 2. Review/Approve Agenda | Group 3:32 |
| 3. Review/Approve <i>January 8th, 2008 Minutes</i> | Group 3:34 |
| 4. Announcements | Group 3:38 |
| 5. Public Comment | Public 3:45 |
| 6. Steering Committee Update | Co-chairs 3:50 |
| 7. Review/Discuss Update on COE Report Status - | Group 3:55 |
| <ul style="list-style-type: none"><i>The Committee will receive updates on COE Report scheduling.</i> | |
| 8. Review/Discuss Part C and Part D Presentation | Group 4:00 |
| <ul style="list-style-type: none"><i>The Committee will review and discuss the Part C and Part D Presentation to be presented at the February 25th, 2008 Full Council Meeting.</i> | |
| 9. Review/Discuss County Presentations | Group 4:20 |
| <ul style="list-style-type: none"><i>The Committee will review and discuss the County Presentations to be presented at the February 25th, 2008 Full Council Meeting.</i> | |
| 10. Review/Discuss HRSA Requirements Presentation | Group 4:40 |
| <ul style="list-style-type: none"><i>The Committee will receive an update on the proposed joint meeting tentatively being planned for May 19th, 2008.</i> | |
| 11. Update on 2008 Proposed Joint HHSPC/HPPC Planning Council Meeting | Co-Chairs 5:00 |
| <ul style="list-style-type: none"><i>The Committee will receive an update on the proposed joint meeting tentatively being planned for May 19th, 2008.</i> | |
| 12. Review/Discuss Update on 2008 Needs Assessment Work Group | Group 5:05 |
| <ul style="list-style-type: none"><i>The Committee will receive an update on the outcomes of the February 6th, 2008 Needs Assessment Work Group Meeting.</i> | |
| 13. Next Meeting Date & Agenda Items | Co-Chairs 5:20 |
| <ul style="list-style-type: none"><i>The next Planning Committee Meeting date is scheduled for Tuesday, March 11th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.</i> | |
| 14. Adjourn | Group 5:30 |
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c/o Shanti, 730 Polk Street, 3rd Floor, San Francisco, CA 94109

*San Francisco Department of Public Health, HIV Health Services
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HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT MINUTES
Tuesday, February 12th, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330 B
3:30 – 5:30 pm

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Committee Members Present: Andrews, Siron, Hart, Soto (Co-Chair)

Committee Members Absent: Thomas, Sweetin, Simmons (Co-Chair)

Other Council Members Present: Manley

Others Present: Paul Margolis, Bill Blum (SF DPH HHS), Celinda Cantu (SF DPH HHS)

Council Support Staff Present: Channing Wayne

1. Introductions

The meeting was called to order at 3:30 p.m. by Co-Chair Soto and everyone introduced themselves. Quorum was established.

2. Review/Approve Agenda

The agenda was reviewed and approved by consensus.

3. Review/Approve *January 8th, 2008 Minutes*

The January 8th Minutes were reviewed and approved by consensus.

4. Announcements

There will be a presentation from the Policy and Evaluation Committee regarding proposed restructuring of the Council at the Steering Committee on Tuesday February 19, 2008 and all are encouraged to attend.

Kelly Hart is on the Board of Pride and is looking for volunteers to be on a task force for the HIV pavilion at the Pride festival.

AIDS watch will be on April 27-30 in Washington. DC.

5. Public Comment

There was no public comment.

6. Steering Committee Update

Don Soto suggested that the line item of Steering Committee Update be deleted as no Steering Committee meets between this meeting and full council where update is provided.

7. Review/Discuss Update on COE Report Status -

The Committee received updates on COE Report status. Discussion included:

- There is a target date in early July for presentation to the Council.

- The consultant was at the Needs Assessment Work Group and stated that there would not be an assessment of the COEs although that is what some Council Members thought was the purpose of hiring the consultant.
- There is also concern that there was not any type of financial assessment of the COEs.

8. Review/Discuss Part C and Part D Presentation

The Committee reviewed and discussed the Part C and Part D Presentation to be presented at the February 25th, 2008 Full Council Meeting. Discussion included:

- There was an interest in comparing this year's presentation with last year's information with updated information.
- Last year, the Council received the Tenderloin Health program as well as Early Intervention Services grant and the Family Service Network.
- Basically the Council wants an overview of the program and the monies for the fiscal year. Usually the focus is a breakdown of ethnic populations, age range, and income levels and determines what is working and what is not working.

9. Review/Discuss County Presentations

The Committee reviewed and discussed the County Presentations to be presented at the February 25th, 2008 Full Council Meeting. Discussion included:

- The information from San Mateo and Marin needs to be similar so that accurate analysis and comparisons can be made.
- Marin County report has more demographic information.
- From last years meeting, Planning was supposed to formulate a template and give them to the two counties to use.
- Concern was also expressed that perhaps the wrong document was sent from San Mateo due to the disparity in the number of pages from this year and last year.

10. Review/Discuss HRSA Requirements Presentation

The Committee reviewed and discussed the HRSA requirements. Discussion included:

- It would be a basic presentation similar to last year's presentation describing who the Council is and what the Council does.
- There would also need to be a change in language to reflect the change from Title I, II etc. to Parts A, B, and C etc.

11. Update on 2008 Proposed Joint HHSPC/HPPC Planning Council Meeting

The Committee received an update on the proposed joint meeting tentatively being planned for May 19th, 2008. Discussion included:

- There was agreement that due to a new requirement a joint EPI presentation be available. Council support should have a conversation with Mary Kay Parisi about this.

12. Review/Discuss Update on 2008 Needs Assessment Work Group

The Committee received an update on the outcomes of the February 6th, 2008 Needs Assessment Work Group Meeting. Discussion included:

- The group agreed that the focus would be on the formerly incarcerated and the over 50 populations.
- There was concern that there were not enough people who attended the last meeting.
- The next meeting will be March 5th, 2008 from 4:00 PM-6:00 PM and all are invited and encouraged to attend.

13. Next Meeting Date & Agenda Items

- *The next Planning Committee Meeting date is scheduled for Tuesday, March 11th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco. Agenda items to be included are:*
 - Mr. Blum will provide information on the financial component of the COE assessment.
 - Need Part C and D to be looked at again for proper language and updated information.
 - New figures from San Mateo based on Marin template.

14. Adjourn

The meeting was adjourned at 4:11 by Co-Chair Soto.



HIV Health Services Planning Council
PLANNING COMMITTEE DRAFT AGENDA
Tuesday, March 11, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330 B
3:30 – 5:30 pm

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1. **Introductions** Group 3:30
2. **Review/Approve Agenda** Group 3:32
3. **Review/Approve February 12, 2008 Minutes** Group 3:34
4. **Announcements** Group 3:38
5. **Public Comment** Public 3:40
6. **Steering Committee Update** Co-chairs 3:45
7. **Status Update of Presentations -** Group 3:50
 - *Veteran's Administration*
 - *Healthy San Francisco*
 - *Ryan White Part C*
 - *Ryan White Part D*
8. **Status Update on Needs Assessment 2008 -VOTE** Group 3:55
9. **Review/Discuss General Funds Prioritization and Allocation - VOTE** Group 4:10
10. **Next Meeting Date & Agenda Items** Co-Chairs 5:25
 - *The next Planning Committee Meeting date is scheduled for Tuesday, April 14th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.*
11. **Adjourn** Group 5:30

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HIV Health Services Planning Council
PLANNING COMMITTEE *DRAFT* MINUTES
Tuesday, March 11, 2008
San Francisco Department of Public Health
25 Van Ness Avenue, Room 330 B
3:30 – 5:30 pm

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Members Present: Laura Thomas, Mark Molnar, Steve Manley, Charles Siron, Gerardo Ramos, George Simmons (Co-Chair), Don Soto (Co-Chair), Mark Molnar, Ellen Sweetin

Staff and Department of Public Health: Michelle Long, Dean Goodwin, Bill Blum, Celinda Cantu, Jack Newby, Ray West, Joe Lynn (notetaker)

Others Present: Bill Hirsch, Steve Smith, Brett Andrews, Kelly Hunt, an unidentified representative of Asian Pacific Asian & Pacific Islander Wellness Center

1. Introductions 3:36

The meeting was called to order at 3:36 pm, and everyone introduced themselves.

2. Review/Approve Agenda

The agenda was approved by consensus.

3. Review/Approve *February 12, 2008* Minutes

After a discussion of the Centers of Excellence portion of Item 13 of the minutes, the minutes were approved by consensus.

4. Announcements

Council Member George Simmons thanked the co-chairs for their work and noted that this was the last meeting of the Planning Committee as the result of the recent reorganization of the Council.

5. Public Comment

There was no public comment.

6. Steering Committee Update

There had been no steering committee meeting so there was no report.

7. Status Update of Presentations

- *Veteran's Administration*

Representatives will not be available this month for this presentation.

- *Healthy San Francisco*

Representatives would be available for the next council meeting but would need to be at the beginning of the agenda. Otherwise, they would be available in April.

8. Status Update on Needs Assessment 2008

Michelle McGee from Harder and Company led the discussion. She wanted to discuss some things with the Committee before going forward.

The first issue is to gain the committee's support of the approach that would focus on severe need populations. She recommended a sample size of 200, with proportions retained among the three counties. Females, transgenders, African American, Latinos, Asian-Pacific Islanders, and older folks both 50-59 and 60 and over would be oversampled. The focus would be on the previously incarcerated and those over 50.

While the focus on the survey would be on those in severe need, other folks for the focus group would be added who may be concerned over disability.

Focus groups in the past have had problems with the previously incarcerated because of confidentiality problems. If money becomes available, folks from the forensic program would be recruited for one on one interviews. There remained issues of what qualifications for previously incarcerated folks should be used. (E.g., how long should the incarceration have been for?)

The next meeting of the working group had not been set because of attendance problems.

Motion (Simmons/Siron) to forward the recommendations to Steering passed unanimously.

9. Review/Discuss General Funds Prioritization and Allocation

The City has been running a large deficit, and we can expect deep cuts to City programs. The proposed cut to HIV programs is \$4.2 million.

A four-step proposal made by the Co-chairs proposal was discussed:

1. The Ryan White legislation requires local jurisdictions to continue level of effort. The cuts raised issues concerning this requirement. Clarity is needed.
2. There is a concern that cuts on HIV are disproportional to other services. That is not fair.
3. Look to other funding streams; otherwise prioritize existing services over new ones.
4. A reductions protocol may need to be developed.

The Council doesn't need to decide instantly what the priorities will be, and there is time for the providers to be given opportunity to be heard.

Representatives from the Department of Public Health discussed the big picture, and steps that could be taken regarding programmatic savings, etc. The first step suggested by them was a decision from HHSPC on programmatic savings in RWPA, MAI Award reductions and RWPA Augmentation dollars. The second step was an allocation of stop-loss funding and other cost savings. They recommended moving general fund core services of \$3.3 million onto RWPA. They also would move \$900,000 in general fund support services to RWPA. They also recommended a third step of moving \$700,000 in RWPA funds for other support service categories from the general fund to RWPA and then \$3.3 million prioritized to remaining service categories.

Some concern was expressed over the clarity of the proposal. Suggestions were made regarding simplifying and clarifying presentation. Some questioned whether allocating

RWPA funds capitulated to HRSA definitions and institutionalizes possible inequities – the alternative would be to create new service definitions in the next few weeks.

Motion (Thomas/Simmons) approved unanimously concerning the document entitled HIV Health Services Planning Council Steps for Needed Decisions and Recommendations regarding Ryan White Part A (RWPA) & General Fund Dollars:

- 1. Approve Item I with option a1, asking the Department of Public Health to further clarify the proposal and make its recommendation consistent with HRSA residential substance abuse policies on Item Ic.**
- 2. Accept Items II and IIIA**

After discussion,

Motion (Thomas/Simmons) to adopt the Proposal for the March 11, 2008 Planning Committee Meeting from the HIV Health Services Planning Council Co-Chairs

The discussion then centered on identifying \$1.6 million to be moved from non-core services onto RWPA; the options were to move proportionate amounts or take specific service charges and re-prioritize them. Some could not be moved to RWPA.

The consensus was to consider any decision a placeholder in lieu of harder task of prioritizing. After some discussion,

Motion (Molnar/Siron) passed unanimously concerning document entitled General Fund FY 2007-2008 Programmatic Allocations, remove lines 60, 110, 118, and 123 of Column S and allocate changes proportionately to the rest.

10. Next Meeting Date & Agenda Items

- The next Planning Committee Meeting date is scheduled for Tuesday, April 14th, 3:30 until 5:30 p.m., 25 Van Ness Avenue, Room 330B, San Francisco.

11. Adjourn

The meeting adjourned at 5:30 pm.



